

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, July 10, 2001**

6:39 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen (Arrived at 7:00 p.m.), Janice C. Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

6:39 p.m.: Interview with the finalist for Facilities Manager, Basilio Diaz

Mr. Diaz talked about his education and experience. He holds a BS degree in Business Management from New Hampshire College and a Masters in Health Services and a Masters in Public Administration from Golden Gate University. He was in the United States Air force from 1957-1977 where he maintained and repaired diesel and steam powered electrical generating plants and managed the work control resource center along with performing civil engineering quality assurance and safety inspection. After retiring from the military, he worked for the University of New Hampshire as a project manager 1978-79, Supervisor of Maintenance for Rockingham County, Brentwood, NH 1979-1983, the facilities manager for hospitals 1983-1998 and the Director of Buildings, Grounds and Transportation for the Maine School Administrative District in Mexico, ME 1999 to present. In responding to questions from the Board, Mr. Diaz indicated that he wanted to move to Massachusetts to be closer to his family who lives in Ashland.

Based on his qualifications, experience and the recommendations of the Town Administrator and School Superintendent, the Board of Selectmen voted 2-0 (Selectman Christensen had not yet arrived at the meeting) to appoint Basilio Diaz as Facilities Manager for the Town of Southborough contingent on agreement on a contract and having completed a physical.

7:04 p.m. Request to lay, maintain and operate conduits and manholes in Sears Road by Teleport Communications Boston

Teleport Communications Boston, a wholly-owned subsidiary of AT&T Corp. requested permission to lay, maintain and operate underground conduits and manholes, with the cables to be place therein, under the surface of Sears Road. Two abutters were present and asked questions, Jeff Nowak, 168 Marlboro Rd. and Donald Coates, 22 Stow Rd. The abutters were concerned about access during construction and any impact on their properties. They were told that it will take only 2-3 days to complete the work and access for vehicles will be maintained. The work will be entirely in the right of way and any damage will be restored.

The Board voted unanimously to approve the request to lay, maintain and operate underground conduits and manholes, with the cables to be place therein, under the surface of Sears Road.

7:25 Interviews with Police Officer finalists Sean R. James and Terrence Lynn

Sean James and Terence Lynn responded to the questions asked by the Board on their qualifications and education. The Board felt that the two candidates are outstanding. Based on the recommendation of the Chief of Police, William J. Colleary, the Board voted unanimously to appoint Sean R. James contingent on passing a physical and receiving a waiver from the Police Academy. (Mr. James attended police academy and was certified in California and not in Massachusetts.)

8:15 p.m. Meeting with MBTA Triangle Working Group, John Boland DPW Superintendent, Police Chief William Colleary, Fire Chief John Mauro and Town Planner Wayne Thies re: status of the MBTA Station.

The purpose of this meeting was to gather all concerns regarding the MBTA Station to forward to Jim Eng, MBTA in preparation for a meeting with him and the MBTA Engineer on July 31, 2001.

The MBTA has made significant progress on the station and sidewalks. However, the Town is frustrated for several reasons. The MBTA promised that we would get the opportunity to review and comment on the 100% design plans and that did not happen. In addition certain changes have occurred that we did not approve, especially on sidewalk construction. The MBTA eliminated the north parking lot and passenger pick up and drop off areas without a replacement plan for drop off and pick up. The contractor hired to do the project met with Town Officials a very short time before he began construction. Those present report that the contractor was working from schematic plans and not detailed construction plans. As a result many construction issues have arisen (trees cut without proper notice, mail boxes removed, drainage and slope issues, etc). There has been little or no opportunity to make changes. We feel that this process was flawed and is the main reason why there are the following deficiencies. Nevertheless, despite these past problems, we believe the deficiencies can be resolved.

A. Sidewalks – safety issues

1. Woodland Rd. and Cordaville Rd (Rt. 85). When we met with MBTA a year ago, the Town raised the traffic safety problem created by the proposed installation of a pedestrian crosswalk over Rt. 85 from Woodland Rd. This is a very busy road and the crosswalk would be on a blind curve. The Town requested that the sidewalk on the east side of Woodland be continued down the east side of Route 85 to the traffic light at the intersection of Southville Road, where a safe crossing can be made at the light. Now that the sidewalks on Cordaville and Woodland have been installed, it is even more obvious that a crosswalk at the Woodland intersection would be dangerous. The Chief of Police is of the opinion that this crosswalk should be eliminated, and this will be possible if the sidewalk is continued down the east side of Route 85 to the signal. Last year, when we discussed with the MBTA, continuation of the sidewalk down the east side of 85, the MBTA's engineer raised the issue that the sidewalk might not be possible because it would come close to wetlands. To deal with this issue, the Board of Selectmen has contacted the Southborough Conservation Commission to request that they review the

issue on site. We have been informed by the Conservation Commission that they believe the body of water in the area is subject to the Rivers Protection Act, however, the Commission believes that the addition of a sidewalk to the existing roadway will not be a problem, as long as a properly prepared Notice of Intent is filed. Upon conclusion of the public hearing process, the Commission can issue an order of conditions for the project. Thus in conclusion, the project is feasible, and the Town will request that it be implemented in the interest of public safety.

2. Southville Rd east of 85. At the same meeting a year ago, MBTA's engineer raised the issue of changing the plan, which previously had called for a sidewalk on the north side of Southville Rd, from the signal eastwards. He wanted to install a new sidewalk in front of Ipanema Restaurant on the south side, and then a crosswalk over Southville Rd to the north side. This board did not approve this change. The proposed crosswalk will create a safety problem. It will be much safer if pedestrians cross at the signal.
3. Southville Rd west of 85. We previously requested that the sidewalk on the west side of 85 be continued around the two edges of the triangle, (on the east and south sides) thus providing a sidewalk on the north side of Southville Rd, continuous from the signal to the existing sidewalk at Highland/Parker.
4. Fitzgerald's Store. The plans show that a sidewalk will be constructed along the Fitzgerald's store road frontage, on the south side of Southville Rd. to the intersection of Route 85. It is important that this be done.
5. ADA Compliance. All sidewalks should be compliant with the American Disability Act. This is currently not the case.
6. Mail boxes. The contractor should replace these, since the contractor removed them. Revised mailbox locations and postal routes have been coordinated with the residents and postmaster through the Department of Public Works. The residents, the MBTA and the contractor were notified of revised locations by letter of May 7, 2001. To date no progress on moving boxes has been made.
7. Trees. Many trees were cut on scenic roads without proper notice to abutters or hearings with the Planning Board. This has caused much annoyance with residents.

B. Locations for Cars Waiting to Pick Up Passengers in the evening, on the north side.

1. Pick up Area. Where will the cars be expected to wait for passengers, especially in the evening, when the train returns from Boston, on the north sidetrack? It is not likely that passengers will walk all the way around to the south side. On the north side, cars will not be allowed to park on local streets. Residents of nearby streets are concerned that cars waiting for passengers will circulate in the Parker St., Hammond St, Cottage St.

neighborhood. As a result, we are considering several means to prevent this, including closing off the south end of Cordaville Road or one-way systems, etc. Originally the solution to this issue was provided by a drop off and pick up area located within the proposed north parking lot, which the MBTA planned to purchase from Fitzgerald's.

C. Triangle

1. Condition when handed over to town. The committee, which we have created to oversee the planning and design of the open space within the remainder of the triangle, has started work. To proceed further, they need clarification of the condition, which the triangle will be in when it is finally handed over to the town by MBTA following completion of construction of roads and sidewalks on the edges of the triangle. It is our assumption that the remaining land to be donated to the Town will be graded, loamed and seeded before it is turned over to the Town for improvements. All improvements will be done at town expense.
2. Survey. The Town requests a surveyed plan of the property.

D. No Parking Signs

1. Sign purchase. In order for the Town to deal with expected parking problems on nearby streets, it will be necessary for the Town to enforce parking restrictions within a half mile of the station. We have already had public hearings on this matter with many residents in attendance. The No Parking zone will require the installation of over 100 signs, and these should be in place at least one month prior to station opening, which means they must be ordered early this fall. To implement this, the Town requests that the MBTA purchase the signs, or preferably, provide funding to the town for this purpose. The precise wording of the signs can be obtained from the Police and DPW after finalization of the parking zones later this year.

E. Signal at Intersection of Southville Rd and Cordaville Rd.

1. Completion date. The traffic light should be operating before the MBTA Station is opened.
2. OPTICOM. The traffic light should have attached to it an OPTICOM system so that public safety vehicles can control the traffic light when there is an emergency.

F. Other Construction and Miscellaneous Issues

1. See attached letter dated May 22, 2001 from DPW Superintendent John W. Boland.
2. See attached list entitled Town of Southborough, Department of Public Works, Southborough MBTA Station, July 10, 2001.
3. It should be noted that Southborough's zoning regulations prohibit light poles taller than twenty feet. Also, the neighbors have concerns about the hours of illumination and wattage.

AGENDA ITEMS

Approval of Minutes - The Board voted to approve unanimously the open meeting minutes of June 19, 2001 and the executive session minutes from June 19, 2001 not to be released.

Resignations- The Board accepted with regret the resignations of Edgar Phaneuf from the MWRA Working Group, Susan Kallander from the Sign Committee, Arthur Miner from the Regional School District Working Group and Joseph B. Kacevick, Jr. from the Southborough Arts Center Building Committee.

Appointments – The Board appointed unanimously Jack K. Merrill, Jr. to the Southborough Arts Center Building Committee.

Award Bids-

1. The Board unanimously voted to award a bid to Crack-Sealing, Inc. (WBE), Raynham, MA, for \$17,650 for crack filling.
2. The Board unanimously voted to award a bid to Brox Industries, Inc., Dracut, MA, for \$736,824.40 for paving and reclamation.
3. The Board unanimously voted to award a bid to Sealcoating, Inc., Hingham, MA, for \$21,594.56 for thin lift surfacing.
4. The Board unanimously voted to award a bid to All State Asphalt, Inc., Sunderland, MA, for \$71,818.52 for surface sealing.
5. The Board unanimously voted to award a bid to Heating Oil Partners L P d/b/a Terry Oil, Hopkinton, MA. at a fixed price of \$.9675 per gallon. The Town is participating in the group purchase under the Assabet Collaborative.

Increase Inspector's Revolving Account- The Board voted to approve an additional \$20,000 for the Inspector's Revolving Account. The Town Meeting voted an amount up to \$60,000. The activity in this account has exceeded this amount and the MGL allow the Board to vote an additional amount on the recommendation of the Town Accountant.

Merit Increase – The Board voted unanimously to grant a 2.75% merit increase for Elaine O'Brien in the Accounting Dept. Her hourly rate increases from \$16.49 to \$16.95.

Request for leave under the Family Medical Leave Act – The Board of Selectmen voted unanimously to grant a FMLA leave for John Hubley, Police Dept., to care for a parent effective August 1, 2001 contingent on confirmation of the need for the leave from a physician.

WARRANT			
333	115,377.02	6/29/01	Town Payables
334	110,998.80	6/29/01	School Building Projects
335	70,413.43	6/29/01	School Payables
336	82,011.90	6/29/01	School Payables
337	5,903.33	06/27/01	Monthly Town Payroll
338	92,717.00	6/27/01	Town Payroll

339	121,067.51	06/27/01	Deduction Report
340	126,117.21	6/30/01	Town Payables
341	43,435.45	6/30/01	School Building Projects
342	87,759.93	6/30/01	Town Payroll (7/3/01 CK Date)
1	276,021.35	7/6/01	Town Payables
2	80,526.58	7/3/01	Deduction Report
3	43,029.26	7/6/01	School Payroll
4	156,326.44	7/6/01	School Emcumb. Summer payroll
5	2,176.00	7/13/01	Finn School Project
6	4,395.97	7/13/01	Town Payables
7	24,740.73	7/11/01	Deduction Report
8	50,543.07	7/11/01	Town Payroll
TOTAL:	598,488.99		

10:15 p.m. The Board of Selectmen voted by a roll call to go into executive session regarding litigation. The Board will not return into open session.

Janice C. Conlin
Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, July 31, 2001**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Vanessa Hale, Assistant Town Administrator, Paul Loscocco, State Rep., MBTA representatives.

SCHEDULED APPOINTMENTS

7:00 p.m.: The Board met with Jim Eng and Frank Astone, MBTA representatives regarding the status of construction of the Southborough train station. References in the minutes are to the July 17, 2001 letter from the Board to the MBTA (attached to minutes). Prior to the meeting Selectman Parry and Christensen had toured the station area in a car with MBTA reps and DPW Director John Boland. Each point in the letter was reviewed as follows:

A. Sidewalk Safety Issues

1. Sidewalks-Woodland Rd. and Cordaville Rd. Mr. Eng. said that the MBTA has agreed to continue the sidewalk down the east side of Rt. 85 to the traffic light at the intersection of Southville Rd. It is understood that approval from the Conservation Commission will need to be sought because of wetlands in that area. A public hearing at the Planning Board will also be required for removal of two trees.
2. Sidewalks - Southville Rd east of 85. The town wants the sidewalk to be continued at the north side of Southville Road to the signal. It is a serious safety issue. Mr. Eng said that this is a problem for the MBTA because there is not enough land in the right of way. It would require taking 4 or 5 feet of land by eminent domain from Ipanema. Mr. Eng agreed that the MBTA will reconsider this matter. They will approach Ipanema. As a second option, the pedestrian crossing further east of Ipanema on the south side will be improved for safety by adding a (1) yellow flashing light; (2) another overhead light on the existing pole at the north side; (3) signs stating that vehicles must stop for pedestrians; (4) clearly and boldly printed lines across roadway.

2.B.Pedestrian crossing over Woodland Road. Mr. Eng agreed that MBTA will add (1) a yellow flashing light; (2) a light on the nearest pole (or a new pole if needed); (3) signs stating that vehicles must stop for pedestrians; (4) clearly and boldly printed lines across roadway.

3. Southville Rd. west of 85. Mr. Eng agreed that MBTA will install a sidewalk on the west side of Rt. 85 at the triangle (on the east and south sides of the triangle). This would mean the sidewalk would be continuous from the signal to the existing sidewalk at Cordaville on the north of Southville Road.

4. Fitzgerald's Store. The MBTA noted that they will be constructing a sidewalk in front of Fitzgerald's Store, as is noted in the contract.
5. ADA Compliance. The MBTA will review with their specialist all ADA issues pointed out in a list provided by the town. A meeting will be arranged by Karen Challen with MBTA, John Boland and reps of the state ADA agency (Center for Better Living).

In particular, the sidewalk must provide 4 foot clearance around all obstacles. If slopes beside sidewalk, then there must be a 2 ft. level area beside, or there must be a suitable guardrail.

6. Mail boxes. Residents complained that some homes have not received mail since April 1. The Board asked that the contractor be required to fix a date when all the mailboxes will be correctly placed. If the mailboxes are placed in the sidewalk, they must be setback clear of the street curb and there must be 4 foot clearance behind for snowplowing and ADA regulations. Individual placements of mail boxes will be resolved between the Post Office, DPW and the residents, as long as the above requirements are met.
7. Trees. The MBTA acknowledges that trees were cut without the proper notice to the Town. In the future, all tree removals will be handled according to town regulations set forth. Some tree trunks remain beneath the sidewalk paving close to the surface. MBTA agreed to review this matter with John Boland.

B. Location of Cars

1. Pick up area. There is no drop off planned for the north lot. As a result, residents are concerned that vehicles will park and wait illegally nearby. The MBTA recommended that passengers ride on coaches 4, 5, and 6 so they may exit the train close to the bridge crossing to the south lot. Residents were not satisfied by this suggestion. Chief Mauro asked if the northbound and southbound trains could come and go on the same track by means of a crossover track. Mr. Eng agreed that this was a good suggestion. Then all trains would stop on the south track next to the south parking lots and drop off area. MBTA will contact CSX which controls the activity on these tracks.

If this can be done, (crossover) then the north side drop off problem goes away. This drop off was to have been located in the north parking lot. MBTA decided that they could not purchase the north lot because of cost problems. With the crossover, MBTA will not need to purchase the north lot to solve this problem.

C Triangle.

1. Triangle. The MBTA is committed to turning the triangle over to the Town with debris removed and in level condition with topsoil replaced and needed.
2. The MBTA will provide as-built plans at the project's completion.

D. No Parking

1. No Parking. The MBTA will be responsible for purchasing and installing all signs needed for the town to enforce no parking and waiting within ½ mile of the station. The Board will schedule a meeting to handle this in the Fall, at which all signs needed will be located on plans by the town DPW and Police Depts. MBTA will install all signs before opening.

E. Traffic Signals

1. Signals at intersection of Southville and Cordaville roads. Residents questioned why the lights at this intersection were flashing? John Boland, DPW, commented that the wires disturbed by the contractor had resulted in the flashing lights. The MBTA will contact the contractor to resolve this issue.
2. Opticom. The MBTA agreed that this light will be equipped to coordinate with Southborough's public safety departments.

F. Miscellaneous issues.

1. The MBTA will install pay phones at the station, both sides (north and south) on or near the platforms. Individuals will be able to call 911 from a payphone connecting to the town Police Dept.
2. The MBTA will be donating Mill Pond to the Town.
3. The parking lot lights will shine downwards and will not exceed the Town's specs for 20 feet in height.
4. Lights. Mr. Eng told residents that the lights will be illuminated for one-half hour before the first train and after the last train. Schedules have not yet been finalized.
5. Historical signage. The MBTA understood they would be responsible for some historical signage under plastic cover along with other signage.
6. Hopkinton line. A). Residents questioned whether the MBTA would be repairing the stone arch bridge. MBTA said they would do whatever is needed. Guardrail will be suitable to the historic site.

The Town asked the MBTA to send them a detailed report explaining why the sidewalk cannot be continued up to the Hopkinton State Park.

7. The MBTA committed to removing boulders as part of restoring the area after construction is completed.

Following the conclusion of this discussion, MBTA representatives remained behind to discuss individual concerns with residents and town officials. Mr. Boland also had individual discussion with residents pertaining to their concerns at this time.

OTHER BUSINESS TRANSACTED

AWARD: Rep. Paul Loscocco read a citation from the House of Representatives congratulating Town Planner Wayne Thies on the Regional Spirit Award he was recently given by the Metrowest Growth Management Committee.

PRESENTATION OF NEW FIRE DEPT. PATCH: Chief Mauro presented a new patch to the selectmen, which was designed to represent what the fire dept. does for the town of Southborough (rescue, fire prevention, etc).

ACRE BRIDGE ROAD: Want to build soccer field on MDC property. Need \$200,000 to build field. Town of Southborough helped to raise \$200,000 state funds to build field. Bob Depietri and Bill DePietri offered to donate their services. Agreement questioned in June by MDC. MDC will build and maintain field, but want to know what the field policy use will be. Representative Loscoco is working with us to resolve the issue.

UPDATE ON THE PROGRESS AND USE OF OTHER FIELDS:

Carriage Hill Estate field – Soccer field hopefully to be in use in spring 2002

Finn Field was sodded

Choate Field – Fire Dept. used fire truck to change lights at field

Mooney Field is going to be ready to use this Fall.

Ans. Yes it will be ready for use in the fall.

David Coombs raised issue of incompleteness of the Parkerville Landfill to actual specification due to a typo in written specifications. Range was misinterpreted for the 3” stones. Selectman Coombs suggested a letter should be drafted to SEA Engineering as to how the completion of the field should be handled.

PINE HILL TRAFFIC STUDY: Re: to Truck Exclusion, not resolved at meeting, will look into it at future meeting

PROCLAMATION FOR CORRIDOR NINE AREA CHAMBER OF COMMERCE

Christopher Robbins, of the Corridor Nine Area Chamber of Commerce, requested that the selectmen proclaim (date) Chamber of Commerce Day.

Selectmen approved, and declared (date) Chamber of Commerce Day.

PILGRIM CHURCH PARKING LOT: Pilgrim Church requests permission to expand their parking lot, which infringes partially on Town House property. The Board approved this project but did ask that the appropriate documents be forwarded to Town Counsel to finalize easements, etc.

MERIT INCREASE FOR CINDY KRAWCZYK: Selectmen approved the merit increase, from \$13.57 per hour to \$14.25 per hour, effective August 3, 2001.

APPOINTMENT OF THE VETERANS GRAVES OFFICER: Selectmen appointed Irene Tibert as the Veteran Graves Officer, for a term to expire June 30, 2002.

EXTENSION OF MEDICAL LEVE FOR FAITH MULLIGAN: Selectmen voted in favor of extending the medical leave through August 31, 2001, for Faith Mulligan, Benefits Clerk, pending her request for long-term disability approval.

RESIGNATION FROM JILL H. NAGLE: Selectmen accepted the resignation of Jill H. Nagle from the Southborough Arts Council.

CENTRAL MASS REGIONAL LOCK-UP: The Board reviewed the letter supporting a regional lock up facility in West Boylston and deferred this matter to the Police Chief.

WARRANTS

343	\$6,518.58	06/30/01	TOWN PAYABLES
344	\$35,670.81	06/30/01	TOWN PAYROLL (CK. DATE 7/11/01)
TOTAL	\$42,189.39		

WARRANT

345	\$6,730.90	06/30/01	SCHOOL PAYROLL ADJ. (CK. DATE 7/25/01)
TOTAL	\$6,730.90		

WARRANT

9	\$84,376.27	07/18/01	DEDUCTION REPORT
10	\$139,391.54	07/18/01	TOWN PAYROLL
11	\$44,243.82	07/20/01	SCHOOL PAYROLL
12	\$119,223.93	07/20/01	SCH. ENCUMB. SUMMER PAYROLL
13	\$3,636.27	07/20/01	FINN SCHOOL PROJECT
14	\$2,098.60	07/20/01	SCHOOL CAFETERIA
15	\$216,570.04	07/20/01	TOWN PAYABLES
16	\$40,148.91	07/20/01	SCHOOL PAYABLES FY01 ENCUMB.
TOTAL	\$649,689.38		

WARRANT

17	\$1,774.95	07/27/01	VERIZON/MCI
18	\$30,721.47	07/27/01	TOWN PAYABLES
19	\$11,466.80	07/27/01	SCHOOL BLDG. PROJECTS
20	\$4,586.66	07/25/01	MONTHLY TOWN PAYROLL
21	\$90,757.14	07/25/01	TOWN PAYROLL
22	\$87,988.32	07/25/01	DEDUCTION REPORT
23	\$45,301.05	07/27/01	FY01 ENCUMB. TOWN PAYABLES
TOTAL	\$272,596.39		

WARRANTS

24	\$85,480.75	08/01/01	TOWN PAYROLL
25	\$69,860.54	08/01/01	DEDUCTION REPORT
26	\$119,223.93	08/03/01	SCHOOL PAYROLL-SUMMER SALARIES
27	\$58,157.27	08/03/01	SCHOOL PAYROLL
28	\$8,083.10	08/03/01	SCHOOL BUILDING PROJECTS
TOTAL	\$340,805.59		

At 9:45 p.m., there was a move to enter Executive Session to discuss acquisition of real property.
The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Respectfully submitted,



Carol Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, September 4, 2001**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Approval of Minutes

Selectmen approved the Minutes of the June 19, 2001, June 25, 2001, July 10, 2001, and the July 31, 2001 meetings.

Approval of the Executive Session Minutes

Selectmen approved the Executive Session Minutes (not to be released) of June 13, 2001, June 25, 2001, July 10, 2001 and the July 31, 2001 meetings.

Merit Increases:

5% Merit Increase for David Maida, Communications Officer, was unanimously approved by Selectmen.

5% Merit Increase for Kenneth Fitzgerald, Communications Officer, was unanimously approved by Selectmen.

Personal Rate Increase for Patrice Kline:

Paul Cibelli requested a Personal Rate Increase for Patrice Kline since she has not received a raise in two years, and she is already at highest grade. Selectmen stated for last two years they have made it a policy of not giving personal rate increases. They suggested that in future, if job description for position has changed it would be re-evaluated and a personal rate would be considered.

Passenger License for Westborough Taxi:

Michael Rooney, President of Westborough Taxi and Livery Service requested a license to transport Southborough Residents to T.F. Green and Logan Air Ports, with a special rate for Seniors. Passengers will call for pick-ups ahead of time, there will be no Taxi Stands. Vehicles to be used will all be Lincoln Mercury Product Line, all four doors.

Selectmen requested that the Senior Rate also include, trips to shopping malls, Dr. Appointments on Mon-Fri between 9:00 am to 3:00 pm.

Selectmen approved license with this inclusion. Mr. Rooney will write up a new application to include these changes.

Martin Laughlin IOD Leave

Vote to place Police Officer Martin Laughlin on IOD leave, per his injury of June 29, 2001. Even though it is after the fact, Board of Selectmen need to approve the his Injury on Duty leave retroactive. Board of Selectmen approved the leave.

Faith Mulligan Unpaid Medical Leave

Vote to place Faith Mulligan on unpaid medical leave, effect September 3, 2001. Letter submitted by Dan Keyes.

Selectman Christensen asked how long Faith Mulligan would be on leave. Response was indefinitely, probably 2 years or more, with periodic reviews of her status.

Move to place Faith Mulligan indefinitely on leave, was approved by Selectmen.

Donation from Developer of Angelica Estates

Selectmen approved to accept a donation of \$1,000 for the Recreation Facilities Improvement Fund.

Award Gasoline bid for Year 2002

It is recommended that Peterson Oil Co. be given the Annual Diesel Fuel Contract as the lowest bid. Last year we paid 7.7 cents. This year's bid from Peterson Oil Co. is 4 cents, a 3.7 cent decrease from last year.

Vote to award Peterson Oil Co. the Diesel Fuel Contract was approved by the Selectmen.

Peterson Oil Co. again had the lowest bid for the Annual Gasoline Contract. The bid was 4 cents over the Diesel Fuel bid.

Vote to award the Gasoline Contract to Peterson Oil Co. was approved by the Selectmen.

Award Four Wheel Drive Loader bid.

Only one bid was received for this item. Southworth bid \$112,965, which is within the Budget.

Selectmen approved the bid to Southworth.

Award Design Contract for Southborough Community Center & Feasibility Study for Arts Center

(a) Community Center

Letter from Paul Brefka stated he received 15 bids for the Design & Engineering of the Community Center. Low bid was from JCA Architects of Boston - \$195,300 and \$16,000 reimbursement (up to \$16,000 reimbursable expenses).

Fred Busconi has reviewed contract. Construction can only proceed, if the Town Meeting approves the construction fees.

Bid by JCA Architects of Boston approved by Selectmen

(b) Arts Center

Had 20 Architectural firms bid. Gorman, Richardson had low bid.

Selectmen approved the \$20,000 plus \$1,000 reimbursable expenses bid by Gorman, Richardson for Feasibility study for the Arts Center.

Deadline for both of these to be completed by Feb. 28, 2002.

No Smoking Policy

The Board of Health has passed a new No Smoking regulation for all Town buildings and Vehicles.

Smoking will be prohibited within 15 feet of Town Buildings and in all town Vehicles.

MAIL RECEIVED

Resignations Received

(a) Charles Katuska for the Parkerville Rd. Landfill Committee. Accepted with Regrets.

(b) Police Officer Eric Henderson, effective August 23, 2001. Accepted with Regrets.

(c) Kimberly O'Connor, Southborough Cultural Arts Council. Accepted with Regrets.

Appointment to Southborough Cultural Arts Council

Selectmen approved the appointments of Sandy Ekberg & Kristen Ludwig to the Southborough Cultural Arts Council to expire June 30, 2002.

Request to Close down the Right of Way, Liberty Drive

Residents of Liberty Estates have requested that Liberty Drive be closed down for a Block Party from 3pm-7pm on 9/15 or Rain Date 9/16. Request approved by Selectmen

MDC Watershed Management Working Group Request

Letter received from John M. Scannell of the MDC Watershed Management Working Group, looking for some new Committee members from Southborough. The Town House will call Tim Kemper and Clarke Favor to see if they would like to be on the committee.

Notice of DEP Recycling Incentive Grant

Received a grant of

Request from SUASCO Council

Letter received from SuAsCo Council requesting an appointment of a Southborough Official to the council. Will get in touch with Whitney Beals to see if he will join council.

OTHER BUSINESS TRANSACTED

Tim Kemper and Joe Kacevich Reports on Fields

Construction on Kallander property going exceptionally well. Following specifications to the tee. Tomorrow the field will be hydroseeded.

Finn Courts

Nets for courts at Finn will be up by middle of September. Will also purchase wind screens.

Acrebridge Road:

Thanks to Rep. Loscocco, Mr. Kacevich met with Joe McGinn. Confident that scheduling problems will be resolved. MDC thought that Southborough wanted exclusive rights, told them not the case. Southborough will have first bids on fields. Kathryn Garcia will have to keep MDC abreast of who requests the fields.

Had site meeting with Bob and Bill DiPietri, and MDC. If everything done in timely manner – will sod field instead of hydroseed, and field will be ready for use next year. Bill DiPietri donated trailer and restored field.

Thanks given to Bob DiPietri who restored Fayville field.

RE: Bike Trails

Have put together framework of Bike and Ski trails. Hope to get agreement with MDC, which owns much of the land for this first trail.

Hope to have seven trails, with a trail looping around the reservoir being the hub, and the other trails branching off of it. Would like to eventually hitch up with trails from other neighboring towns.

Meeting next week with MDC in hopes to get approval to start first trail. Many of these trails already exist, but are overgrown.

Selectman Christensen asked would trails be paved, fearing that bikes tend to ruin trails. Response was: bikes allowed to use trails would not be motorized. Also of concern of the Selectmen was parking, if people from other towns want to use the trails. Selectman Parry was thoroughly in favor of trails.

If MDC approves of this request, it will be an Eagle Scout project. In long range if proposal approved, will need some funding.

Selectman Christensen wanted to know if there would be any problems with ADA? Do trails need to be ADA compliant? Response: They will work closely with Karen Challen, ADA Representative.

Selectmen in favor of these paths. Will write a letter of support for these trails, especially the ones connecting with neighboring towns.

RE: Bill and Bob DiPietri

Selectmen will send a letter of Acknowledgement for the work done for the town by the DiPietris.

Tot Lot

There have been 3 bids for equipment for the Tot Lot behind the Town House, which is undergoing repair.

Letter form Town of Canton

Letter from Town of Canton for the Teachers supporting ?

Check to see if it violates 2 ½ mandate. Would like letter clarified before voting on it.

MBTA Advisory Board

Selectmen would like update on what is transpiring with the MBTA project. Wayne Thies is a representative. We will ask him to keep selectmen updated on progress of the MBTA project.

WARRANTS

29	\$12,761.44	08/10/01	FINN SCHOOL PROJECT
30	\$68,184.90	08/10/01	TOWN PAYABLES
31	\$85,437.05	08/08/01	TOWN PAYROLL
32	\$27,183.46	08/08/01	DEDUCTION REPORT
TOTAL	\$193,566.85		

WARRANTS

33	\$37,699.48	08/17/01	SCHOOL PAYABLES
34	\$110,810.42	08/17/01	SCHOOL PAYABLES FY01 ENC.
35	\$139,976.01	08/17/01	SCHOOL BLDG.PROJECTS
36	\$150,004.20	08/17/01	TOWN PAYABLES-HEALTH INSURANCE
37	\$68,491.08	08/15/01	DEDUCTION REPORT
38	\$93,063.07	08/15/01	TOWN PAYROLL
39	\$119,223.93	08/17/01	SCHOOL PAYROLL FY01 ENC.
40	\$48,861.66	08/17/01	SCHOOL PAYROLL FY02
TOTAL	\$768,129.85		

WARRANTS

41	\$1,145,205.62	08/24/01	TOWN PAYABLES/ALGONQUIN/ASSABET VAL.
42	\$9,387.36	08/24/01	SCH. PAYABLES & FY01 EMCUMB.
43	\$1,843.15	08/24/01	VERIZON/MCI
44	\$87,146.84	08/22/01	TOWN PAYROLL
45	\$28,073.52	08/22/01	DEDUCTION REPORT
TOTAL	\$1,271,656.49		

WARRANTS

46	\$29,905.63	08/31/01	TOWN PAYABLES
47	\$4,600.00	08/31/01	FINN/FINN PHASE II
48	\$170,076.48	08/29/01	DEDUCTION REPORT
49	\$4,586.66	08/29/01	MO. TOWN PAYROLL
50	\$86,065.96	08/29/01	TOWN PAYROLL
51	\$254,523.96	08/31/01	SCHOOL PAYROLL
TOTAL	\$549,758.69		

WARRANTS

52	\$75,488.12	09/07/01	TOWN PAYABLES
53	\$28,171.69	09/05/01	DEDUCTION REPORT
54	\$87,365.42	09/05/01	TOWN PAYROLL
TOTAL	\$191,025.23		

There was a move to adjourn at 9:15PM. Motion was seconded and voted on.

Submitted by

Carolyn Ostresh

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, September 11, 2001**

7:00 p.m. Convened in Conference Room A, first floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Chesnut Hill Road: The Board met with the Beals' Family of Chesnut Hill Road. The Beals' were concerned that with the planned reconstruction of this road by the DPW, this would increase traffic and speed.

The Board discussed this issue with the Beals Family and DPW Superintendent John Boland. Some alternatives discussed included painting the side of the road a bright color to deter speeding, reconfiguring the entrance from Main Street, adding signs to warn drivers of children and farm vehicles.

Mrs. Beals also brought to the Board's attention that many drivers are travelling this road both ways, which is illegal in one portion that is strictly one way.

The Board reached consensus that the Police Department would step up their patrols of this road. It was also agreed that John Boland would look into additional signage and replacing older signs whose print may have worn away. Longer term alternatives included re-examining the entrance from Main Street and painting the sides of the road to make it appear narrower.

Polling Locations: The Board met with Town Clerk Paul Berry regarding the addition of a new polling place which is required following the redistricting of boundaries earlier this year. There was a move to approve the following polling locations as recommended by Mr. Berry:

Precinct One	Central Fire Station	21 Main Street
Precinct Two	Trottier Middle School	49 Parkerville Road
Precinct Three	Finn School	60 Richards Road

Road Opening: The Board met with representatives of Mass. Electric regarding a petition to locate manholes, wires and ducts on Maplecrest Drive. This petition was required to repair wires at 20 Maplecrest Drive. Work required would keep the road open for one-half day. There was no opposition from abutters. There was a move to approve the petition for Maplecrest Drive which was seconded and so voted.

APPOINTMENTS

The Board appointed the following individuals to the Southborough Scholarship Advisory Committee with a term to expire on June 30, 2004:

- Janice C. Conlin, 20 Pinecone Lane
- Doriann Jasinski, 33 Presidential Drive
- Jane A. Smith, 49 Deerfoot Road
- Dolly Ryan, 11 Central Street
- Cathy St. Andre, 14 Skylar Drive

At 7:15 p.m. there was a motion to enter into Executive Session to discuss potential litigation and union and non-union negotiations, with the intent of returning to open session.

Roll Call

Parry aye
Christensen aye
Coombs aye

The Board returned to open session at 8:30 p.m. The Board approved payments to SEA in the amount of \$12,000 for work already done.

The Board met with members of the School Building Committee to discuss the Woodward School septic system. The Board discussed pursuing options with St. Mark's. The Board will meet with Tony Hill from St. Mark's to review options.

At 8:45 p.m. there was a move to enter Executive Session to discuss union negotiations and non-union contract discussions.

Roll Call

Parry aye
Christensen aye
Coombs aye

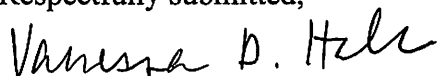
GIS: At 9:30 p.m. the Board re-convened in open session and met with John Butler and Dale Veeneman. The Board discussed the reasons for placing GIS on the ballot at a potential fall town meeting along with the high school proposals. It was stated that funds need to be appropriated in November in order to fly-over in the spring. The Board agreed it is time to hold an informational meeting to educate the citizenry on the need for GIS, and hoped for media coverage and the cooperation of the other town committees.

WARRANTS

55	\$66,165.18	09/14/01	SCHOOL PAYABLES
56	\$5,439.52	09/14/01	SCHOOL FY01 ENC. PAYABLES
57	\$167,840.30	09/14/01	HEALTH INS./ANNUITIES
58	\$99,306.10	09/12/01	DEDUCTION REPORT
59	\$91,263.84	09/12/01	TOWN PAYROLL
60	\$303,551.34	09/14/01	SCHOOL PAYROLL
61	\$24,345.15	09/14/01	SCHOOL BUILDING PROJECTS
TOTAL	\$757,911.43		

There was a motion to adjourn at 10:00 p.m.

Respectfully submitted,



Vanessa D. Hale
Assistant Town Administrator

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, October 2, 2001

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Algonquin Building Study Planning Committee: The Board met with Bob DiPietri and Mark Donahue, co-chairs of the Algonquin Building Study Planning Committee, who presented results from their study. The group has consulted with Strekalovsky & Hoit architects and the firm Financial Advisory Associates. Summarizing months of work, Mr. DiPietri stated that the group reviewed all past work, including demographics and projections. He noted that projections are still on track and overcrowding is a critical issue. The group's charter is complete at this point and they will not be promoting any option. They include: a). add/renovate b). new build c). build a new school in both towns.

At 7:05 p.m. there was a move to enter Executive Session.

Roll Call

Christensen aye Coombs aye

Southborough Community Center Building Committee: The Board met with Paul Brefka from the Community Center Building Committee regarding additional appointments to that committee. Mr. Brefka came to ask the Board to not make any further appointments to this board. He stressed that the committee should only include staff or representatives who would be using the facility, and not any town officials who may need to vote on upcoming permits or regulations. The Board concluded that they would not make any appointments on this evening.

Tot Lot: The Board met with Joe Kacevich from Recreation Facilities Comm. He is coordinating with Tessa Murphy from KinderGroup on the design/repair of the Tot Lot at the rear of the Town House parking lot. The tot lot was closed after a playground inspection by Chris Leroy from the Recreation Dept., found it unsafe. KinderGroup sought permission from the Board to hold a contest to name the tot lot. Although the Board did not want to be involved in any contest, the did agree to allow Kinder Group, with assistance from the Rec. Facilities Comm. to name the tot lot.

OTHER BUSINESS TRANSACTED

Resignations: The Board accepted the following resignations, with regret, and requested a letter of appreciation on their behalf:

- Bonnie Phaneuf from the Council on Aging
- Raymond L. Grenier from the Advisory Committee
- Kay Carter from the Southborough Arts Center Building Committee & Arts Council
- Doug Curtis from the MBTA Triangle Working Group Committee

Police Cadet: There was a move to approve the requested sponsorship of Robert Nelson to the Police Academy, scheduled for January 2002. The motion was seconded and so voted.

Appointments: There was a move to appoint Marty Henderson to the Southborough Arts Center Building Committee, to fill the vacancy created by the resignation of Kay Carter. This term will expire on June 30, 2002. The motion was seconded and so voted.

TDM Grant: The Board read and signed a letter to Mass. Highway supporting the efforts and re-affirming consideration of a proposal submitted by the Town to offer two shuttle buses that would service the new commuter rail station. It is critical that the Town receive notice if this grant will be awarded by November 1, 2001 to start this shuttle service by the time the station opens.

Trust Funds: The Board received a request for a disbursement for 10 sixth graders attending Stone Environmental School in Madison, NH. The amount requested is \$1,680. There was a move to approve this request which was seconded and so voted.

Legal Bills: The Board instructed the Town Administrator to pay special counsel bills from the balance of Article 16 of the 2001 Annual Town Meeting (Special Counsel) and then revert to the Legal budget to pay the balance. Article 16 will now be depleted.

Regional Update Meeting: The Board was informed that the Mass. Municipal Association will be holding a Fall 2001 update meeting at the Southborough Town House on Thursday, October 18, 2001 in the Hearing Room. All Board members are encouraged to attend.

40 Central Street: The Board reviewed a letter from Debra DeLarda, former owner of the home at 40 Central Street which was purchased as part of the plan to expand/renovate the Fayville Village Hall. The Board will write Ms. DeLarda a letter telling her that if the Town were to sell the property back to her so it can be moved will have to wait until after the 2002 Annual Town Meeting. At that point, such a proposal will need to go out to bid publicly.

MBTA: Selectman Christensen responded to a letter received regarding the naming of the MBTA station. Both Selectmen Christensen and Coombs favored naming the station Cordaville to reflect the history of the area. Selectman Parry favored the name Southborough.

WARRANT

62	\$1,632.75	9/21/01	VERIZON/MCI
63	\$116,667.86	9/21/01	TOWN PAYABLES
64	\$85,914.85	9/19/01	TOWN PAYROLL
65	\$312.66	9/19/01	SCHOOL PAYABLES ADJUST.
66	\$27,548.00	9/19/01	DEDUCTION REPORT
67	\$148,224.41	9/28/01	SCHOOL PAYABLES/FY01 ENC.
68	\$76,798.88	9/28/01	SCHOOL PAYABLES/FY01 ENC.
69	\$281,004.00	9/28/01	SCHOOL PAYROLL
70	\$302,588.18	9/28/01	SCHOOL PAYROLL
71	\$7,771.66	9/26/01	MONTHLY TOWN PAYROLL
72	\$86,733.74	9/26/01	TOWN PAYROLL
73	\$183,622.19	9/26/01	DEDUCTION REPORT
74	\$59,519.50	10/5/01	TOWN PAYABLES
75	\$28,001.56	10/03/01	DEDUCTION REPORT
76	\$87,404.42	10/03/01	TOWN PAYROLL

TOTAL \$1,493,744.66

Respectfully submitted,

Vanessa Hale

Vanessa D. Hale

Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, October 16, 2001**

6:45 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Approval of Minutes

At 6:45 PM, Selectmen approved the minutes of the September 4, September 11, and the October 2 meetings.

Approval of Executive Meeting Minutes

Selectmen approved the minutes the Executive Sessions minutes (not to be released) of September 4, September 11, and October 2.

Request permission to hold parade from St. Mark's Church on 11/04/01 at 10:00 AM

Parade with escort from Police Dept. approved by Selectmen.

Request permission to hold Veteran's Parade on 11/11/01 at 10:00 AM

Veterans have already gotten approval from police dept. to hold parade. Selectmen approved request for parade.

Pine Hill Traffic Exclusion

Mrs. Rask of 55 Pine Hill Road, submitted a petition signed by residents of Pine Hill Road requesting that the town prohibit all commercial vehicles from using Pine Hill Rd and Parmenter Road. Mrs. Rask gave an example of the problems with the trucks, stating that a School Bus and a Truck had a minor collision and got stuck last year on Pine Hill. The residents would also like a traffic study done.

Selectmen asked John Boland of the DPW, what would be required to get an exclusion from the State.

Mr. Boland stated in order to get an exclusion from the MA Highway, that you need an alternate route that the trucks can use. There is no alternate route. Also since part of the road is in Framingham, would also need Framingham's approval of exclusion. Also there will have to be a 24 hour traffic study done, to see what percentage of the traffic are commercial vehicles.

Selectmen then asked Police Chief Colleary for a safety report on Pine Hill and Parmenter Roads. Chief Colleary stated that speeding was an ongoing concern, but it is also with cars not just trucks. In all, for Pine Hill Road, there have been 27 accidents reported to the police since January of 1996, and 5 accidents on Parmenter Rd, since January 1996. In reference to the School Bus and Truck accident, it took place in winter when snow banks made the road narrower

than normal. Also even if an exclusion exists that does not prevent trucks making deliveries from using Pine Hill. Many of the trucks using Pine Hill are going to the Primate Center.

Selectman Coombs asked Chief Colleary about the speeding issue. Chief Colleary stated since 1996, there have been 196 speeding complaints issued by the police. Selectman Coombs states that a petition signed by all of the residents of Pine Hill makes this issue a major concern.

Citizens voiced their concerns to the Selectmen about the ongoing problem of large trucks and UPS and Fed-Ex trucks are not making deliveries, but are using Pine Hill Rd. as a short-cut to Marlboro and other parts of Framingham. The residents would prefer the town to pass a truck exclusion for Pine Hill, but if they can't, then the town should consider other alternatives, such as:

- (a) Putting up 4 way stop signs at Waverly, Nichols and Pine Hill, which would slow down traffic;
- (b) Put up stop signs at on Pine Hill, at every junction with another street, which might deter cars that use the street to save time;
- (c) Add speed bumps to street, (which can't be done); and
- (d) Post signs stating winding road.

Selectman Christensen is in favor of the truck ban, and suggested we pass the exclusion and let the Truck Companies fight with us. Mr. Boland states we need to be careful if we pass exclusion without state's approval, we could lose all state highway funding to town.

Selectman Coombs suggests we check with the Town Counsel to see what legally needs to be done to put the truck ban in effect.

Selectmen would like to know what the estimated cost of the 24 hour traffic would be. Chief Colleary states it would be around \$700. Chief also suggests that the residents pick the day they would like it done, and that a resident should also be with the officer doing the count, so that there will be no disagreement on the count.

Motion to allow \$1,000 from Engineering budget to be used to pay for traffic study approved by Selectmen.

GIS Committee

John Butler gave a report to the selectmen on the importance of implementing a GIS system. The town needs to put this on the Special Town meeting so that it can be approved, otherwise we miss the spring flyover window.

David Parry arrived at the meeting at 7:25 PM.

It was suggested that all of the Town Dept. Heads and Boards sponsor this warrant at the Town Meeting.

Southborough Solutions

Southborough Solutions presented a proposal for a regional option to be included in the special town meeting. They would like to have 2 high schools, one region. They state they have 1000 signatures in favor of this plan. How this option would work:

- (a) Amendment to Regional Agreement
- (b) Authority to locate land to build school
- (c) Authority to appoint a Building Committee

The amendment to the Regional agreement is to build school in Southborough, but the school would be administered by regional committee. Southborough Solutions feel that Northborough cannot afford to build a new regional school or to add to & renovate the existing school.

They feel that Northborough would be better served using the money for teachers instead of building.

Selectman Parry questioned what the difference was between this and Option D4.

They have language that would make D4 a viable option by allowing the town to build the school and then leasing it to the district.

With D4- each town pays its own operating and capital costs.

Selectman Christensen suggested that group get their article on the Northborough warrant, if there is enough interest.

Conservation Commission RE: Wetlands Regulations

Mr. Upjohn of the Conservation Commission spoke before the board in reference to the Wetland regulations. The regulations have been amended to add a new Section 7. If these regulations are approved it will allow the commission to fine persons a fine of \$500 for breaking regulations.

The Board of Selectman – Tabled approval until Town Counsel can review the regulations and give his opinion on it.

Mr. Upjohn asked to be appointed to the Parkerville Rd. Landfill Committee to fill the vacancy as the conservation commission representative. Motion to appoint was approved by the selectmen.

Call Special Town Meeting and Election

Town Clerk, Paul Berry requested that the Special Town Meeting be held on Wednesday, Nov. 14, 2001. The Selectmen suggested Saturday, Nov. 10, 2001

Selectmen felt Nov, 10th to be the best day, and approved the Special Town Meeting to be held on Saturday, November 10, 2001, at 9:00 AM. at the Trottier Middle School.

Motion to hold the Special Town Election on December 11, 2001, from 8:00AM to 8:00PM was approved by Selectmen.

OTHER BUSINESS TRANSACTED

Approve MBTA Survey to Area Residents

A survey of the station was drawn up by the MBTA Committee and the Selectmen, with suggestions that (1) close Cordaville Road to cars on the south end, but will allow emergency access; (2) Leave Cordaville Road open on the south end, and one-way out only.

Selectmen approved survey to be mailed to residents whose homes are within 500 feet of the station.

Letter from John Boland to Mr. Eng, the MBTA representative on this project, stating his concerns that work on the station is not being done in a timely fashion, which could cause delays and additional increase in cost for the town.

Also of concern to Selectmen is the problems that would be created if the Southborough MBTA station opens before the Ashland and Westborough Stations, such as the overflow of traffic

Selectman Coombs suggested contacting Representative Loscocco and Senator Resor to seek their assistance.

WARRANTS

77	\$149,689.08	10/12/01	HEALTH INSURANCE
78	\$101,531.29	10/10/01	DEDUCTION REPORT
79	\$86,819.78	10/10/01	TOWN PAYROLL
80	\$310,924.38	10/12/01	SCHOOL PAYROLL
81	\$612,858.32	10/12/01	SCHOOL BLDG. PROJECTS
82	\$4,078.92	10/12/01	CHAPTER 90, 33B
TOTAL	\$1,265,901.77		

WARRANTS

83	\$230,335.72	10/19/01	TOWN PAYABLES
84	\$2,163.40	10/19/01	VERIZON/MCI
85	\$2,251.16	10/19/01	SCHOOL PAYABLES
86	\$87,199.11	10/17/01	TOWN PAYROLL
87	\$26,967.79	10/17/01	DEDUCTION REPORT
88	\$11,228.46	10/19/01	SCHOOL CAFETERIA
TOTAL	\$360,145.64		

There was a move to enter Executive Session, not to return to open session at 9:07 PM. Motion was seconded and voted.

Roll Call

David Coombs, Aye William Christensen, Aye

David Parry excused himself from the Executive Session due to a conflict.

Submitted by

Carolyn Ostresh

Carolyn Ostresh

Receptionist

BOARD OF SELECTMEN MINUTES

Tuesday, October 23, 2001

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

REGULAR BUSINESS TRANSACTED

Special Town Meeting Warrant: There was a motion to sign the warrant for the November 13, 2001 Special Town Meeting. Discussion was as follows:

Article 1: The Board moved to support the GIS article.

Article 2: Selectman Parry recused himself; Selectmen Coombs and Christensen tabled any recommendation on the 2 East Main Street article.

Article 3: The Board made no recommendation on the article submitted by Mark Davis.

Articles 4, 5, & 6: Selectman Christensen supports a Southborough high school. Selectman Parry supports Art. 6, but not 4 or 5. Selectman Coombs supports Art. 6, but not Art 4 or 5.

Articles 8, 9, 10: Selectmen Coombs and Parry support articles 8, 9, and 10.

Merit Increase: The Board approved a merit increase for Hillary Brigandi, effective September 16, 2001. Ms. Brigandi has reached the top step in her range and will now earn \$16.95/hour.

Veterans Day Parade: The Board approved a change in the date of the parade. Parade will now be held on Monday, November 12, 2001.

The Board tabled discussion on the response to the MBTA.

At 7:45 p.m. there was a motion to enter Executive Session, not to return to open session.

Roll Call Vote

Parry aye

Christensen aye

Coombs aye

WARRANT

89	\$61,308.98	10/26/01	SCHOOL PAYABLES
90	\$204,223.63	10/26/01	SCHOOL PAYABLES
91	\$111,395.00	10/26/01	DEBT & INTEREST & OTHER
92	\$121,095.30	10/26/01	SCHOOL BLDG PROJECTS
93	\$94,968.02	10/26/01	SCHOOL PAYABLES
94	\$32,589.64	10/26/01	SCHOOL FY01 ENC.
95	\$98,441.08	10/24/01	DEDUCTION REPORT
96	\$85,485.35	10/24/01	TOWN PAYROLL
97	\$304,954.03	10/26/01	SCHOOL PAYROLL
Total	\$1,114,461.22		

Vanessa D. Hale

Assistant Town Administrator

BOARD OF SELECTMEN MINUTES
Tuesday, November 6, 2001

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

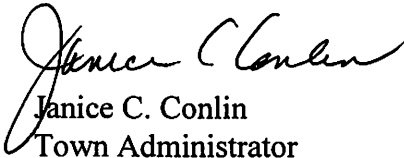
REGULAR BUSINESS TRANSACTED

The Board of Selectmen signed the bond anticipation notes for \$9 million for the Tri-school, (Finn, Trottier and Woodward), construction project. The award went to First Southwest at a interest rate of 1.8923% for a term of 1 year.

The Board of Selectmen voted unanimously and signed an amendment to the present employment agreement with the Southborough Permanent Firefighters Union Local 3129//IAFF.

A motion was made and seconded to sign a purchase and sale agreement with Bruce Ginsberg, the owner of 2 E. Main St. The motion failed by a vote of 2-0. The agreement was not signed. Selectman David Parry recused himself due to a conflict of interest. The appraisal submitted by Joe Green was at \$85,000. Mr. Ginsberg is asking \$265,000.

The meeting adjourned at 8:00 p.m.


Janice C. Conlin
Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, November 13, 2001**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Pole Petition: Southville Road

Verizon requested to relocate 4 poles on Southville Road. Petition was sent to abutters to relocate 4 poles. Inadvertently the Petition did not include that pole #53 would be removed outright, not relocated. Verizon asked to have that included in the Petition. Selectmen questioned legality of amending and approving Petition that had already been sent to abutters.

Selectmen also questioned whether relocation of pole 51 would obstruct the visibility of drivers making turn onto Southville Road. Selectmen want Police Chief Colleary and DPW Superintendent, John Boland, to review the area and let them know if there will be a problem. Mr. Boland would also like Engineers Edwards and Kelsey to check out the situation as well.

Selectmen moved to table the approval of the petition to the November 27, 2001 Selectmen's meeting.

Joint Pole Location: Mount Vickery Road

Request to extend and add an additional pole on Mt. Vickery was approved by Selectmen.

Manhole/Duct Petition: Northboro Road

Petition to move manhole/duct on Northboro Road about 40 feet was presented to Selectmen. Selectmen wanted to know how long job would take. Response was about a half of day. Selectmen asked Mr. Boland if one of his men would be there to insure that the job was done properly. Mr. Boland stated that the DPW would not have someone there the full time, but would check on progress of the work during the day, and after it was completed would inspect the site to insure that it was done properly.

Police Candidates Interviews

The Selectmen interviewed four candidates for the position of full time patrolman on the Southborough Police Force.

The candidates were:

Marc J. Harding, a lifetime Southborough Resident, and currently working as a dispatcher with the Southborough Police Dept.

Stephen M. Valentine, a former resident of Massachusetts, who is currently a Vermont State Trooper.

Jeffrey M. Derosa, a resident of Boston, who is currently a Boston Municipal Police Officer.

Jeffrey Yung, a former resident of Millis, who has relatives in Southborough and neighboring towns, and is currently working as a patrolman on the Oaks Bluffs Police Dept.

All four candidates were asked:

Why they applied for the job?

What their long term goals were?

What difficulties they had encountered in the past and how they handled them?

Had they worked with or been supervised by a Female Officer, if so, and how they felt about it, if not how would they feel about it?

What would they do if a superior gave them an illegal order?

The Selectmen were impressed with all four of the candidates. After much debate and careful deliberation, they unanimously approved the appointment of Stephen M. Valentine, for a term to expire June 30, 2002.

OTHER BUSINESS TRANSACTED

Approval of Minutes

Motion to approve the minutes of the October 16, 2001 and the October 23, 2001 Selectmen's Meetings was approved.

Motion to approve the Executive Session Minutes (not to be released) of the October 16, 2001 and the October 23, 2001 meetings were approved.

Approval of the Winter Parking Ban

Selectmen questioned whether the police chief and the head of the DPW if they thought that the winter parking bans worked. Both stated they were pleased with results of the ban. Selectmen wanted to know if they wanted anything added to the ban, both declined.

Motion to approve the Winter Parking Ban, which is the same as past years was approved by the Selectmen.

Award bid for Mixed Salt for upcoming season

List of bids was given to the Selectmen by John Boland. Selectmen asked roughly how many tons of rock salt do we generally use per year.

Both companies delivered the Rock Salt, but Mr. Boland said that he preferred the company from Portsmouth, NH because they also allowed us, if necessary, to go to Portsmouth and pick up the salt, which the other company did not allow.

Motion to award the bid recommended by Mr Boland was approved by the Selectmen

Execute 3-Year contract to collect fees for ambulance service

Letter from Fire Chief Mauro requesting the Town of Southborough hire the services of a company that specializes in collecting fees for ambulance services. Chief Mauro stated that annually we lose about \$12,000 in revenue in unpaid bills. Besides the lost revenue, Chief also stated that his assistant cannot complete all of her other tasks as she has to devote so much time to the paperwork and follow-up of the collections.

The 3-year contract presented to the Selectmen states that the company would charge the Town of Southborough \$6,000/annually for the service. All three selectmen agreed that the service would be beneficial to the town. But, Selectman Christensen did not like the idea of a 3-year contract with a company we have never used before. After debating the issue, the Selectmen requested that Chief Mauro go back to the company and ask them to include a one year escape clause, even if it means a fine for not keeping the contract for three years.

Motion to table the execution of the contract until the November 27th meeting was approved by the selectmen.

Execute Trash Hauling Contracts with Countryside and BFI

Selectmen asked if Town had any problems with either of the companies. Was told no.

Motion to approve the execution of the hauling contracts with Countryside Rubbish and Removal and with BFI was approved.

Approve buy-back of cemetery lots

Motion to approve the buy-back of unused cemetery lots was approved by Selectmen.

Re-appoint Daniel Keyes, Treasurer-Collector, for a term to expire June 30, 2004

Selectmen asked Town Administrator if she was happy with job Daniel Keyes was doing.

She stated he was doing an excellent job, even though there had been some unexpected upheavals in the past year. Motion to re-appoint of Daniel Keyes was approved by the selectmen.

Accept payment in lieu of taxes from the New England Center for Children

Motion to accept the payment of \$30,584.18 from the New England Center for Children in lieu of taxes was approved by the selectmen.

Accept payment from Genzyme

Genzyme had planned to build a new building in Framingham, for the research and manufacture of drugs, whose parking lot would have been in Southborough, but instead bought a company that manufactures drugs, and no longer needed to build. They had planned to donate the money to the Recreation Facilities for the express purpose of buying new bleachers. Even though they are no longer building they have decided to donate the money in the spirit of good neighbors.

Motion to accept the donation from Genzyme in the amount of \$8,454.00 was approved by the selectmen.

Recreation Facilities Update

Joseph Kacevich wanted to express his pleasure with the donation from Genzyme and gave the selectmen an update on the various projects.

Kevin Giblin and the Brendan Homes of the Barn Hollow project have pledged to give the Town of Southborough \$160,000, of which \$15,500 was to be given to the Recreation Facilities. Joe Kacevich wants to use \$10,000 for the Tot Lot, and stated that Kindergroup was also raising funds for the Tot Lot project. Balance of the \$15,500 should be used as follow: \$2,400 – Seniors Christmas Party and a thank you party for Volunteers, with the remainder to go to the American Red Cross relief fund.

The bleachers that they will purchase with the Genzyme donation will be Bocca bleachers (child safety bleachers, that have extra piece under seat so that children can't fall through them). Government now requires all new bleachers be these safety bleachers. Our current bleachers are grandfathered. Mr. Kacevich has been working closely with Basilio Diaz, Facilities Manager. Basilio recommends that the bleachers be made with recycled materials. They have decided that the three sets of bleachers should go to Neary School Diamond, the Finn School Diamond, and the Mooney field diamond.

MDC Walking Trails:

Due to the September 11th events, the MDC is exceptionally busy making sure that our water supplies are safe, and have not been able to give the consideration and time the project requires. Representative Paul Loscocco has promised to call Mr. Durand and ask him to please push this project forward.

Tim Kemper of the Commission and John Feinstein have met with John Scano of the MDC. Secretary Durand is very supportive; but the project is going to take longer than originally thought because trails go through not only MDC property, but MWRA property too.

Selectman Christensen brought up the issue again about whether the trails would be multi use or strictly walking trails. Mr. Kacevich stated that some of the trails would be for multi use and other trails would be strictly walking trails.

Anchor Bridge Rd. project – Have reached a tentative agreement with MDC. Southborough will have 75% of the use of the field and other towns will have the other 25%. All requests for use of the field will go through Kathryn Garcia, and she will handle the coordination of the use of the field.

Selectmen wanted to know about the landfill project. There is still a deviation in the final surface of the field along with some minor issues (dead trees need to be replaced; side-age completed) that need to be resolved, including the reseeding of the completed field. Town will not pay any additional fees to SEA until everything has been completed to the town's satisfaction.

Neary Ball field will be ready to come on line this spring.

Trottier field – School Building Committee has asked the Board of Health for a Water Waiver. If board refuses to issue waiver, there could be problems with the existing fields, as the town would have to build a treatment plant, and the best location would be the playing field. Both Mr. Kacevich and the Selectmen recommend that if possible, since so much money has already been spent on the fields, that other alternate locations on the property be used.

Neary Access field – Mr. Kacevich had the field measured to see if the field would be large enough to make into a baseball/softball field, should the need arise. The field is not large enough.

Choate Field, currently awaiting a perk test on the golf course. Have to await results.

Mr. Kacevich fears that the town's baseball and softball programs are in great jeopardy, should we lose Trottier and Choate fields.

Ballot question

Selectmen approved the motion to put the Add-Ren question for Algonquin Regional High School onto the Dec. 11th special election ballot. It will read as follows:

Shall the Town of Southborough be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay its assessed share of the bond issued in order to pay for the financing costs of adding to, remodeling, reconstructing, making extraordinary repairs, equipping and furnishing the existing Algonquin Regional High School? and provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "yes."

Selectmen feel that the Town needs a 5-year projection of the town's finances. Town Administrator states that in past we did have a 5-yr projection.

Selectmen wanted to know when we are going to receive reimbursements from the state for the other schools? Sometimes it has taken up to seven years to receive the reimbursements. In the meantime, town will get BANs to cover expenses. Selectmen want to know why we don't get bonds? The Finance Committee will be meeting shortly, and this issue will be brought up to them. The results of the meeting will be brought back to the Selectmen.

Council on Aging

Council on Aging requests changing the designation of their Associates members to Alternates, so that they will have quorum when they meet. Since many of the members are seniors, it is hard to get quorum with existing committee.

Research was done, and found that there is no restrictions in the bi-laws to the number of committee members. Motion to make Arthur K. Holmes, Eleanor E. MacLauchia, Lena A. Carloni, and Marie A. Kensinger Alternates, approved by the selectmen.

Update on Cemetary land

Selectman Coombs asked what is happening with the planned purchase of the land for the cemetery. Per John Boland, hopefully near the last step. Gentleman wants the town to maintain

the 200 feet of the property that it will not own, but town does not feel that it should maintain the upkeep of property that is not ours at a cost that would be more than the cost of property. (Cost of land town wants to purchase is \$82,000; cost of the 200 feet setback land is \$1,800). Plan is back in the landowner's hands.

MBTA Station Update

Have reports that staff is back to work on the MBTA station, that they will proceed with sidewalks. John Boland has repeatedly made efforts to reach MBTA representatives, but they have not gotten back to him.

After the selectmen had a heated discussion on the MBTA issues, they decided to write a letter in December to the MBTA to state that we are not happy with the mitigations and do not want the station opened until all of the mitigations have been resolved.

It now appears that the station will not be opened until sometime in the spring.

WARRANTS

98	\$1,352,972.97	11/02/01	TOWN PAYABLES
99	\$180,553.11	11/02/01	CHAPTER 90
100	\$82.04	11/02/01	MCI
101	\$121,682.72	10/31/01	DEDUCTION REPORT
102	\$5,266.66	10/31/01	MONTHLY TOWN PAYROLL
103	\$91,406.12	10/31/01	TOWN PAYROLL
104	\$37,882.81	11/09/01	SCHOOL PAYABLES
105	\$16,708.65	11/09/01	SCHOOL PAYABLES
106	\$5,239.64	11/09/01	TOWN PAYABLES
107	\$552,331.99	11/09/01	SCHOOL BLDG. PROJECTS
108	\$93,405.71	11/07/01	TOWN PAYROLL
109	\$29,495.11	11/07/01	DEDUCTION REPORT (TOWN PAYROLL)
110	\$70,469.95	11/07/01	DEDUCTION REPORT (SCHOOL PAYROLL)
111	\$300,778.17	11/09/01	SCHOOL PAYROLL
112	\$168,305.09	11/16/01	TOWN PAYABLES
113	\$313,145.55	11/16/01	SCHOOL BLDG. PROJECTS
114	\$28,283.86	11/14/01	DEDUCTION REPORT
115	\$91,111.96	11/14/01	TOWN PAYROLL
TOTAL	\$3,459,122.11		

Motion to adjourn at 10:05 PM.

Respectfully submitted,


Carolyn Ostresh

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, November 27, 2001

7:39 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Pole Petition

Chris Pirella of Verizon told Selectmen that he had spoken with the MBTA Engineers in reference to the pole that was to be placed in the Triangle island. Mr. Pirella told selectmen that there would also be a Traffic light in the triangle and the pole would be next to it. He brought in a diagram of the area drawn to scale, showing where the pole would be placed. He stated that the MBTA Engineer would send the Selectmen a letter stating that the placement of the pole should not obstruct the view of motorists..

The Selectmen asked John Boland if he had reviewed the sight. He said that he was waiting to hear from the MBTA Engineers before he made a decision. After looking at the diagram, he stated that he felt that this is the only location for the pole as long as it is in far enough in the island, if you try to place the pole on any of the corners, it could cause problems with the ADA regulations for the sidewalks.

The Board unanimously voted to approve Pole Petition, subject to receipt of letter from MBTA.

Conduits

Chris Pirella asked the Selectmen to allow Verizon to put some of the lines underground while they were moving the poles. The Board unanimously approved the Underground Line Conduits approved by Selectmen.

Upgrading Fire Dept. to Paramedics

Fire Chief John Mauro met with the Selectmen to request their support in upgrading the Fire Dept. Chief Mauro introduced Dr. Kennedy, who was instrumental the last two years with setting up our current system. He then gave a brief history of the Fire Department's ambulance service since its inception in 1977. Currently we are an EMT Service Department. He stated that currently we provide the residents of Southborough with Paramedic services through ALS-2 services, provided by U-Mass Memorial based at Marlborough Hospital, which will cease to exist on March 6, 2002.

The major problem with a non-transporting paramedic service is the inability to bill for services that they provide under health care rules, which will become more restrictive in the near future.

Chief Mauro states that the Fire Dept., between its full time and volunteer staff, currently has 4 Paramedics, 8 EMT1s and 8 EMT Basics, and within the next couple of weeks there will be another opening, which he plans on filling with another Paramedic. Chief Mauro states that the initial start-up cost to set up the Paramedic Service will be approximately \$61,207. The Fire Dept.'s Paramedic funds at this time are \$55,329.30, leaving a deficit of \$5,877.70. But, every

month the Dept. puts into the fund about \$8,000 that it receives for its services. So in another month, the deficit would disappear.

In order to set up an In-house Paramedic service the town would need a Waiver from the EMS region, which takes about three months, and a letter of recommendation from the Selectmen. The Selectmen wanted to know if the expenditure of these funds would affect the upkeep of the equipment. Chief Mauro stated that maintenance of the equipment comes out of a different budget. He also stated that in another year the town will need to replace one of the ambulances, at a cost of about \$150,000. But that would not come up until the 2003 Town Meeting.

The Selectmen suggested that we contact our State Representative and State Senator requesting that they also send a letter of recommendation. Motion for the Board of Selectmen to send a letter requesting a waiver, was unanimously approved.

Coach first aid training

Selectman David Coombs told Chief Mauro that he was impressed with the first aid training session that was held last spring for the baseball coaches. He recommends that once a year the Recreation and Fire Dept. should set up a first aid training session with all coaches from every sport, so that the coaches will at least know the basics of what to do if an injury should happen during a game.

Bond Anticipation Notes - \$252,000 for Design fees for the Southborough Community Center.
Motion to sign BANs with the First Mass Bank in the amount of \$252,000 at a rate of 2.08% unanimously approved by Selectmen.

Recruitment of Assistant Town Clerk

Town Clerk, Paul Berry, requested that the starting salary for the new Assistant Town Clerk be raised to \$17.75. He states that he has narrowed down the choice to three applicants, who all have had a minimum of 8 years working in a town Clerk's office, and that they are all making more than the minimum starting salary. In order to hire the best applicant for the job, we need the increase in the starting salary. The Board unanimously approved to increase the starting salary to \$17.75/hour.

Southborough Youth Basketball Tournament

Tom Dumont stated that between the Southborough boys and girls Basketball programs there are about six hundred children (grades 1 – 8) participating, which makes it the largest sports program in town, even bigger than Soccer. Each year the program donates money to different town sports (last year they donated money to the Algonquin Girl's basketball team).

After attending other tournaments in other towns over the last couple of years, the program decided to host a Tournament in Southborough, and have invited about 17 or 18 towns to participate. The Tournament will take place December 27th – December 30th, with 48 games to be played over the three days.

OTHER BUSINESS TRANSACTED

Approval of Minutes

The Board unanimously approved the minutes of the November 13, 2001, Selectmen's meeting..

Execute 3-year contract to collect fees for ambulance service

The Board unanimously approved the amended contract that now includes a 90 day escape clause for both parties.

Signature of employee contracts

The Selectmen unanimously approved and signed Fire Chief John Mauro's contract.

The Selectmen unanimously approved and signed the amended contract for Town Administrator, Janice Conlin.

Letter to Robert Melican

The Selectmen would like to check with Superintendent of Schools, Robert Melican, to see what the cost to the town is for the schooling of the homeless children who are attending our schools. Do we get any compensation from the state?

Southville Road Survey

There were 12 surveys returned. Of them, 7 were in favor of closing the south end and 5 were in favor of leaving it open at both ends. There were no responses for making it a one way.

Some of the concerns brought up were:

- (1) Kim Costello said that with no pick-up or drop off area for the south end, if the traffic is going to be as heavy as the newspapers suggest, the neighbors are afraid that the cars will just keep driving around the neighborhood while waiting to pick up their passengers
- (2) If road were closed to traffic, problems that would be created for emergency vehicles. Selectmen wanted to know if there was some way of making the closure of the south end temporary, in case there is a problem with it. One of the suggestions was those flexible poles that bend when you go over them, so that there would be no problems with the emergency vehicles. But, in winter will there be problems with the plowing of the roads? Selectmen would like to discuss these issues with John Boland and Chief Colleary. Selectmen want to send letter to all of the citizens who signed the attendance sheet at the July meeting to attend the 2nd meeting in January.

Kim Costello – In reference to the Triangle Project, she has spoken with a school that does graduate work that specializes in design, and that 2 or 3 students in April will work on the triangle project, which should be completed by June.

Selectman Parry brought up the issues:

(1) Septic System at the Library

To redesign the system would cost \$10,000. There is money in a fund that would cover the cost of it. Judy Williams said she would bring it up with the Library Trustees.

(2) Davco Farm- Conservation Land

Ray Davis is unable to maintain his herd of cows that have been grazing on Davco Farm. Therefore, if the Town wants to maintain the open field, the Conservation Commission will have to pay a contractor to mow or find another solution. Some suggestions were to see any farmers wanted to graze their animals there; would any farmers want to hay it, or maybe a riding school may want to use it.

(3) Town House Acoustics

The Board would like to resolve the acoustics problem in the hearing room.

(4) Southville Road House

Is anything being done about the dilapidated house on Southville Road. New house was built behind it. Owner of new house told Peter Johnson he was trying to get the rights to the old house and would be putting up a new house in its place.

WARRANT

116	\$3,099.97	11/23/01	VERIZON /M C I
117	\$2,500.00	11/23/01	FINN SCHOOL PROJ. PH II
118	\$14,889.97	11/23/01	SCHOOL CAFETERIA
119	\$35,708.74	11/23/01	SCH. FY 01 ENCUMB. PAYABLES
120	\$19,258.93	11/23/01	SCHOOL PAYABLES
121	\$128,430.51	11/23/01	SCHOOL PAYABLES
122	\$93,019.13	11/21/01	TOWN PAYROLL
123	\$298,250.31	11/21/01	SCHOOL PAYROLL
124	\$97,975.97	11/21/01	DEDUCTION REPORT
125	\$46,421.05	11/23/01	SCHOOL PAYABLES
126	\$9,687.60	11/23/01	CHAPTER 85-A
TOTAL	\$749,242.18		

WARRANT

127	\$1,104,317.37	11/30/01	TOWN PAYABLES/ALGONQUIN/ASSABET VAL.
128	\$111,413.32	11/28/01	DEDUCTION REPORT
129	\$5,711.66	11/28/01	MONTHLY TOWN PAYROLL
130	\$85,802.07	11/28/01	TOWN PAYROLL
TOTAL	\$1,307,244.42		

At 8:50 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Respectively submitted by

Carolyn Ostresh

Carolyn Ostresh
Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, December 4, 2001

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Transfer of Liquor License:

LINFU, Inc. d/b/a Rose Garden has requested a transfer from County Line Enterprises, Inc. d/b/a Carpenters of its Liquor License and Entertainment License to LINFU, Inc.

They stated that the new establishment will open strictly as a Chinese Restaurant, with no entertainment, except music in the bar. The restaurant's hours will be Sunday-Thursday, 11:30 A.M. – 10:00 P.M. and Friday and Saturday, 11:30 A.M. – 11:00 P.M. Though the restaurant will not have entertainment, the company wants the Entertainment license to enhance the value of the property.

The Board unanimously approved the transfer of both the Liquor License and the Entertainment License, from County Line Enterprises, Inc. d/b/a Carpenters to LINFU, Inc. d/b/a Rose Garden.

Tax Classification Hearing

Assessor Arthur Holmes went before the Board to recommend that the Town keep the single tax rate classification again this year. He stated that the single tax rate attracts businesses to the town, and if we adopted a split tax rate it could put a financial burden on the smaller businesses in town. The proposed tax rate this year is \$12.66 which is 5.4% lower than last year.

Former Selectman, Aldo Cipriano gave a brief tax rate history of the Town, since the 1980's. He feels today, that the town should consider a split tax rate.

Selectman Coombs states that many Seniors have approached him with concerns that they will not be able to continue to live in Southborough, if the taxes get too high.

The president of EMC stated that one of the reason they came to Southborough was the single tax rate, and hopes that Southborough will continue to have a single tax rate.

The Board unanimously approved the Single tax rate of \$12.66 for 2002.

Conservation Commission – Davco Farm

The Conservation Commission has sent a letter to the Selectmen, seeking help with the maintenance of the farm. The commission feels it would be a shame to not continue to maintain the property. The cost is \$4200 a year. The Selectmen wanted to know if there were any funds available, and were told yes, there is a fund that has \$67,000 in it, that the Conservation Commission could use.

Attorney Aldo Cipriano spoke on behalf of Ray and Ann Davis. They are elderly and having financial difficulties at this time. It costs about \$2500 to buy a dump of hay, which feeds the animals for about two months. They have purchased enough hay to feed the herd until January, but will not be able to purchase the additional hay to feed the herd after that until spring, when they will again graze on the land.

Selectmen recommended the Commission draw the money from the fund this year, and might want to set up a committee to look into alternatives for the future. One being that the Selectmen co-sponsor a warrant for the town meeting to acquire additional money for the maintenance of the property.

If the commission should need help in the future, they should contact the board. The selectmen thanked the commission for their diligent work over the years.

OTHER BUSINESS TRANSACTED

Approval of Minutes

The Board unanimously approved the minutes of the November 27, 2001, Selectmen's meeting.

The Board unanimously approved the minutes of the November 27, 2001, Executive Session (not to be released).

Jerrald M. Vengrow Re-appointment

The Board unanimously approved the re-appointment of Jerrald M. Vengrow, 20 Arlene Drive, Framingham, MA, as Constable (to serve civil process), his term to expire December 7, 2002.

Cellular Tower

An inquiry has been made to put a Cellular tower up on the southwest corner of the Town's Recycling Property.

The Selectmen are willing to pursue this as long as the company is willing to build a tower that is environmentally pleasing to the eye.

Trees and Shrubs

Edward Estella, an abutter to the Davco Farm property, has complained to the Selectmen that the Company "Trees and Shrubs" have been filling the wetlands illegally, including some wetlands on his property. He said he had notified the Conservation Commission about the problem. The commission looked into the problem, and the company was fined. The abutter says the company continued to work on the property so he notified the Department of Environmental Protection. The DEP had the company sign an Order of Concern. The abutter feels the DEP is not doing their job, and wants the Conservation Commission to take action. The Commission told the Board, that once the State is involved, their jurisdiction supersedes the Commission's. The abutter did not agree with this. The abutter complained that recently the company started to put in an irrigation system. He notified the Commission, a commission member went to investigate and gave the company a Cease and Desist order. The DEP told the commission they should not have done this as it complicates the matter. The company told the DEP that this was an oversight, and requested a revision in the Order of Concern. The abutter disagrees and feels that the DEP is no longer involved, and that the Conservation Commission should again take over the supervision of the property.

Selectmen thanked the abutter for his concern, and said they would send a letter to the DEP, cc: Secretary Robert Durand, thanking them for their diligent work on this issue, ask them continue to enforce their rulings.

Warrant

131	\$ 133,030.79	12/07/01	SCHOOL PAYABLES
132	34,083.82	12/07/01	SCHOOL BUILDING PROJECTS
133	364,558.17	12/07/01	INSURANCE / INTEREST
134	11,120.44	12/07/01	SCHOOL PAYABLES
135	109,278.68	12/05/01	DEDUCTION REPORT
136	129,758.64	12/05/01	TOWN PAYROLL
137	298,773.80	12/07/01	SCHOOL PAYROLL
TOTAL	\$1,080,604.34		

At 9:29 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Christensen	Aye
Coombs	Aye

Respectively submitted by

Carolyn Ostresh
Carolyn Ostresh
Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, December 11, 2001

8:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen joined the meeting at 8:15 p.m., Janice Conlin, Town Administrator.

OTHER BUSINESS TRANSACTED

Approval of Minutes

The Board approved 2-0, the minutes of the December 4, 2001 Selectmen's meeting.

Accept resignation of Mary M. Moore from Historical Commission

The Board accepted 2-0, the resignation of Mary M. Moore from the Historical Commission.

Accept resignation from Kenneth Fitzgerald, Communications Officer

The Board accepted 2-0, the resignation of Kenneth Fitzgerald, Communications Officer

Approve merit increase for Jean Johnson, DPW, to \$16.95/hour

The Board approved 2-0, the merit increase for Jean Johnson, DPW, to \$16.95/hour.

Accept donation in the amount of \$5,000 from the Fitzconi Heritage Golf Classic for the Recreation Facilities Improvement Fund

The Board approved 2-0, to accept the donation in the amount of \$5,000 from the Fitzconi Heritage Golf Classic for the Recreation Facilities Improvement Fund.

Approve starting pay at 14.00/hour for Administrative Secretary, Recreation Dept

The Board approved 2-0, the starting pay at 14.00/hour for Administrative Secretary, Recreation Dept

License with American Medical Response

The Board approved 2-0, the License with American Medical Response

At 8:15 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Christensen	Aye
Coombs	Aye

At 9:05, the Executive Session adjourned and the Selectmen resumed the Selectmen's Meeting.

Annual Licenses

The Board signed the following renewed licenses:

Club - All Alcoholic *and* Common Victualler

Fayville Athletic Assoc., Inc., Austin M. Maguire, Manager, 6 Grove Street

Package Goods Stores/Wine & Malt *and* Common Victualler

Rte. 9 Beer & Wine, Inc., Eric H. Spinner, Manager, 349 Turnpike Road

Capasso Farms, Inc., John F. Sherry, Manager, 118 Framingham Road

B. K. P., Inc., d/b/a Fitzgerald's General Store, Ramanbhati K. Patel, Manager
110 Southville Road

Danny Corp., d/b/a Colony Market, Dashrathbhai P. Patel, Manager, 162 Cordaville Rd.
Suite 100, P. O. Box 341

Package Goods Stores/All Alcoholic *and* Common Victualler

Bill's Package Store, Inc., William J. Fletcher, Manager, 7 Turnpike Rd., Fayville

Mauro's Market, Inc., Steven Mauro, Manager, 4 Main Street

Turnpike Food & Liquor Mart, Inc., Charles P. Kerbel, Mgr., 65 Turnpike Rd., Box 151 Fayville

Restaurants/All Alcoholic *and* Common Victualler

County Line Enterprises, Inc. d/b/a Carpenters', Deborah S. Mayo, Manager, 1 Southville Rd.

Amazonas Restaurant Corp., Inc. d/b/a Ipanema Restaurant and Lounge,

Carlos A. Silva, Manager, 106 Southville Road

Cork's, Inc. d/b/a Owen O'Leary's Restaurant, Kevin F. Gill, Manager, 50 Turnpike Rd., Fayville

Johnson Turf and Golf Management, Inc., d/b/a St. Mark's Golf Course,

Douglas W. Johnson, Manager, 36 Cordaville Road

Restaurant/Wine & Malt Beverages *and* Common Victualler

Southboro House of Pizza, Inc., Christos A. Baltas, Manager, 5 Main Street

Station II Pizzeria & Grill, Inc., Costa A. Baltas, Manager, 162 Cordaville Rd., Suite 140,

P. O. Box 83, Southborough 01772-0083

Richard E. Gentile, d/b/a Ben's Deli, , 7-B Turnpike Road, Fayville

Common Victuallers Only:

Red Barn Coffee Roasters, Inc., Mark Verrochi, President, 220 Turnpike Road (Rt. 9 East)

Cottage Catering, Inc. d/b/a Red Barn Coffee Roasters, Mark Verrochi, Treas., 205 Turnpike Rd.

Albert Ormondroyd, d/b/a McCarthy's Restaurant 2 Main Street

Mama Rosa's Pizza & Subs, Marcelo Moreno Lima, Owner, 90 Southville Road

Ren-Rod Enterprise d/b/a Subway of Southboro, 21-A Turnpike Road, Fayville

Tricia L. B. Kalagher d/b/a Domino's Pizza, 21-C Turnpike Rd., Fayville

SouthDonuts, Inc. d/b/a Dunkin Donuts, Konstantino A. Skrivanos, Owner,

162 Cordaville Rd., Suite 120

Ralph Iannone d/b/a Mary T.'s and Bar-B-Q Express, Inc., 150 Framingham Road

Wend Management, Inc., d/b/a Wendy's, 359 Turnpike Road

Class I Automobile Dealer Licenses

(new and second-hand vehicles)

Petry Equipment, Inc., 30 Southville Road, P. O. Box 450

Ingersoll-Rand Company: Ingersoll-Rand Equipment Sales Division, 300 Turnpike Road

The Eagle Leasing Co., 258 Turnpike Road

C W Equipment Co., Inc., 218-A Turnpike Road

Farrell Motors, Inc. d/b/a Farrell Volvo, 78 & 251 Turnpike Road

Tri State Freightliner, Inc., 218 Turnpike Road

Class II Automobile Dealer Licenses

(second-hand vehicles only)

Ted's of Fayville, Inc., d/b/a A RoadOne Company, 5 Park Street, P. O. Box 297

Ellis Imports, Inc., 12 Newton St.

Ellis Imports, Inc., d/b/a Ellis European Auto Sales, 155 Boston Road

Watson's Auto Body, Inc., 355 Turnpike Road

Select Auto, Inc., c/o Jean L. Miller 155 Boston Road, Suite 10 (Wholesale Used Car Dealer)

Automatic Amusement Device LicensesCork's, Inc. d/b/a Owen O'Leary's Restaurant, Kevin F. Gill, Mgr. (8 video games)
50 Turnpike Road, Fayville

Though the Selectmen issued the renewed licenses to all of the establishments, there are a couple of establishments that have minor zoning issues, which are in the process of being resolved, and a few others that had minor health/fire inspection issues which are also being resolved. Three of the establishments, Red Barn Coffee Roasters, Inc. 220 Turnpike Rd., Cottage Catering, Inc. d/b/a Red Barn Coffee Roasters, 205 Turnpike Road, and Albert Ormondroyd, d/b/a McCarthy's Restaurant, 2 Main St., have not had their annual building inspections. The Selectmen have issued their licenses, but will send letters to inform the owners that they have until March 1, 2002, to comply or their licenses will be reconsidered.

Request for Town of Southborough to plow Kallander Drive

Oakwood Construction has sent a letter requesting that the Town of Southborough plow Kallander Drive this winter, even though it has not yet been accepted as a street. The Selectmen are willing to approve the request if John Boland, Superintendent of the DPW says the road meets with our specifications.

WARRANT

138	\$421,442.69	12/14/01	SCHOOL BLDG. PROJECTS
139	\$174,511.26	12/14/01	TOWN PAYABLES
140	\$125,442.75	12/12/01	TOWN PAYROLL
141	\$40,189.79	12/12/01	DEDUCTION REPORT
TOTAL	\$761,586.49		

At 9:38 P.M., motion to adjourn meeting was unanimously approved.

Respectively submitted by

Carolyn Ostresh
Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, January 8, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Cable License with Russ Millholland, Cable Committee

Before Russ Millholland, Chairman of the Cable committee, reviewed the new contract with Charter Communications with the selectmen, he discussed the status of the Pine Hill area that currently has their cable through Framingham. Framingham's carrier, AT&T is in the process of a take-over and can't initiate anything until the take-over has been completed. The Committee has a letter from AT&T stating that it will work with the Town of Southborough, as soon as the take-over is completed. Selectmen suggested a copy of the letter be sent to the head of the neighborhood group, so that they will be aware of the delay in changing them over to Charter.

Key Points of new Contract are:

- (a) License if issued will be effective from 9/17/2000 to 9/17/2010.
- (b) Fee from Charter has been altered, adding in the fees from the Cable modems.
- (c) Charter will supply \$100,000 worth of equipment to set up an Access Cable Channel.
- (d) Operating Grant of \$25,000 for operating costs.
- (e) Charter will provide training to the Cable Access Volunteers.
- (f) Arts Center & Fayville Hall will be added in second quarter of Fiscal Year 2003.

The Fire Chief has requested that part of the grant money be appropriated to the Fire Dept., so that they can purchase video cameras. It is also recommended that the Town have a Public Access Coordinator. The Board unanimously approved the license with Charter Communications.

OTHER BUSINESS TRANSACTED

Approval of the December 11, 2001 Minutes

The Board unanimously approved the Minutes of the December 11, 2001 Selectmen's meeting.

Approval of the December 11, 2001 Executive Session Minutes

The Board unanimously approved the December 11, 2001 Executive Session Minutes (not to be released).

Accept resignation of Stephen A. Morreale from the Youth Commission (appointed to Personnel Board)

The Board unanimously accepted the resignation of Stephen A. Morreale from the Youth Commission.

Accept resignation of Peter Stutman from the Youth Commission

The Board unanimously accepted the resignation of Peter Stutman from the Youth Commission.

Accept resignation from part-time dispatcher Kevin J. Kelly

The Board unanimously accepted the resignation of part-time dispatcher Kevin J. Kelly.

Appoint Joanna Rowe to the Youth Commission

The Board unanimously approved the appointment of Joanna Rowe to the Youth Commission, for a term to expire June 30, 2002.

Approval of Merit Increase for Barbara Luther, Board of Health

The Board unanimously approved the Merit Increase for Barbara Luther, Board of Health, from \$15.69 to \$16.47 per hour, effective November 25, 2001.

Accept donation in the amount of \$1,200 from the Chapel of the Cross

The Board unanimously accepted the donation of \$1,200 from the Chapel of the Cross in lieu of taxes.

Approve Contract Authorization

The Board of Selectmen signed the Authorization to execute contracts.

Authorize Board of Health need for Environmental Law Expert

The Board of Health have requested that the Board of Selectmen approve the use of the Law Firm of Pickett, Mayers & Harrington as the Legal Council for the Board of Health in their larger Environmental cases. The legal fees will be paid out of the Board of Health's fees. The Board were assured that the Town will not have to pay any of the legal fees.

The Selectmen unanimously approved the request, with the addition of "No Expectation" of any legal fees from the Town Budget.

MMA Annual Business Meeting – Saturday, January 12, 2002

The Board delegated Selectman William Christensen to vote at the Mass. Municipal Annual Business Meeting.

Memo from Robert Melican regarding Collective Bargaining

In reference to the Collective Bargaining sessions to take place between the Teacher's Unions and the Southborough and Regional School District Committees, the Selectmen wanted to stress that if the Teacher's Union(s) have an Attorney present at the negotiations, the School Committees should also have an attorney present.

Sign Sponsorship for the Policy Academy for Robert J. Nelson and Kenneth J. Fitzgerald, Jr

The Board unanimously approved and signed the Sponsorship forms for the Police Academy for Robert J. Nelson and Kenneth J. Fitzgerald, Jr.

Set Budget Review Schedule

At the January 22, 2002 Selectmen's Meeting, the Selectmen will review the budgets of the Police Dept.; Fire Dept., and K-8 School Dept.

At the February 5, 2002 Selectmen's Meeting, the Selectmen will review the budgets of the Department of Public Works; Buildings and Grounds Budget; and the Regional School Committee.

The Rise Group, LLC

The Board unanimously approved to pay the bill of \$7373.52 from the Rise Group, LLC, from Article 26 ATM, Hiring Engineering Consultants.

WARRANTS

142	\$89,489.48	12/21/01	TOWN PAYABLES
143	\$139,669.91	12/21/01	CHAPTER 90-33B
144	\$2,950.00	12/21/01	FINN SCHOOL BLDG. PH II
145	\$2,710.68	12/21/01	VERIZON
146	\$98,511.44	12/19/01	DEDUCTION REPORT
147	\$91,959.60	12/19/01	TOWN PAYROLL
148	\$298,197.95	12/21/01	SCHOOL PAYROLL
TOTAL	\$723,489.06		

WARRANTS

149	\$115,906.05	12/26/01	DEDUCTION REPORT
150	\$6,866.66	12/26/01	MONTHLY TOW PAYROLL
151	\$83,511.92	12/26/01	TOWN PAYROLL
TOTAL	\$206,284.63		

WARRANTS

152	\$8,584.30	01/04/02	SCHOOL CAFETERIA
153	\$6,582.01	01/04/02	SCHOOL FY01 ENCUM. PAYABLES
154	\$62,910.78	01/04/02	SCHOOL PAYABLES
155	\$62,188.65	01/04/02	SCHOOL PAYABLES
156	\$85,528.32	01/04/02	SCHOOL PAYABLES
157	\$7,100.69	01/04/02	SCHOOL PAYABLES
158	\$14,777.79	01/04/02	SCHOOL BLDG. PROJECTS
159	\$535,098.60	01/04/02	TOWN PAYABLES
160	\$50,010.67	01/04/02	CHAPTER 85-A
161	\$24,607.02	01/02/02	DEDUCTION REPORT (TOWN P/R)
162	\$78,112.82	01/02/02	TOWN PAYROLL
163	\$72,859.73	01/04/02	DEDUCTION REPORT (SCHOOL P/R)
164	\$316,339.72	01/04/02	SCHOOL PAYROLL
TOTAL	\$1,324,701.10		

WARRANTS

165	\$273,380.91	01/11/02	TOWN PAYABLES
166	\$29,818.88	01/09/02	DEDUCTION REPORT
167	\$98,923.15	01/09/02	TOWN PAYROLL
TOTAL	\$402,122.94		

At 8:35 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Respectively submitted by

Carolyn Ostresh
Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, January 22, 2002**

6:45 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman William J. Christensen, Janice Conlin, Town Administrator. Selectman David Parry joined the meeting at 7:30 p.m.

SCHEDULED APPOINTMENTS

Part-time Communications Officer

The Board interviewed Francis Harrington for the part-time Police Dispatcher position. He is currently employed by the Marlborough Police Dept. as a Full-time Dispatcher.

After a brief interview with the applicant, the board approved 2-0, the appointment of Francis Harrington as a part-time Dispatcher at a grade 8, step 3, at an hourly rate of \$12.24.

Full-time Communications Officer

The Board interviewed three candidates, Tracey Pownell, Shaun O'Reilly and Michael Crenshaw for the position of Full-time Dispatcher with the Police Dept.

All three candidates were asked:

"What are their work related backgrounds?"

"What their career long term goals are?"

"How they handled pressure situations?"

"Reason for applying the position?"

The Board was impressed with all three candidates, after a brief discussion, the Board approved 2-0, the appointment of Tracey Pownell.

Pole Hearing

Mass Electric came before the Board to add poles to extend the lines from Route 9 to Deerfoot Road and Clifford Road. They hopefully will start in the spring, and will work closely with Tree Warden, Brian Mauro, should any trees need to be trimmed or cut down. The Board unanimously approved (3-0) the addition of the poles.

Tim Kemper Re: Trails

Tim Kemper gave the Board an update on the Sudbury Reservoir Trail. He met with the MDC and they have given their approval after the following requirements are met:

- (1) Execute Memorandum of Agreement, which Town Counsel has looked at and edited, and sent back to the MDC for their approval;
- (2) Plan and Trail routes are given to the MDC.

The trail will be a dirt-walking trail about 2/12 miles long. Mr. Kemper wanted to acknowledge the assistance of Secretary Robert Durand and State Representative Paul Loscocco, which has enabled the process to move along as quickly as it has.

Site Plan Review for Non-Profit and Municipal Projects

Peter Johnson, Building Inspector, Wayne Thies, Town Planner, and John Boland, Superintendent of DPW have requested that Non-Profit and Municipal projects would now require Site Plan Reviews so that minor infractions or regulation problems will be caught and corrected before they become a problem or slip through the cracks.

Mr. Morris from the Planning Board felt that the major difference, should the Board approve the request, would be not in the approval of the projects, but in the coordination of the projects and the notification to the abutters of the planned projects. He feels that this would not be done as a burden to the proponents, but as protection to the neighbors.

Board unanimously approved the request for Plan Site Reviews, contingent to the Town Counsel's opinion to the legality of it, and notification to the organizations that all new projects, not currently in progress, will be subject to Plan Site Reviews.

FY 03 Police Budget

Police Chief Colleary met with the Board to go over his proposed Budget of \$1,244,254 for FY 03. The chief is requesting money in the budget to hire two new officers, due to the growth in the Town population, and the addition of the new MBTA train station in town, which will require additional patrolling of the area, due to the additional traffic it will generate. The chief stated that through the grants the department has received, he has been able to return some of the money back to the Town. The chief has also requested money for two new cruisers. One of the new cruisers will replace an existing vehicle with over 106,000 miles, and the other cruiser has over 96,000 miles on it.

The Board wanted to know if the budget could only include one new officer, would that put the town citizens at risk? The Board and the Chief discussed the progress of the joint Police/Fire Department Dispatcher. Police Department portion of the project is all ready, but the Fire Department is still not ready.

FY03 K-8 Budget

Robert Melican, Superintendent of Schools and Mary Jane Mastrangelo, chairman of the Southborough School Committee went over the tentative K-8 School Budget of \$11,011,554 FY 03. The rough draft of this year's school budget has increased has increased 9%, due to the increase in enrollment.

Mr. Melican also recommended that we hire a principal for the new Woodward School, at the earliest possible date, so he/she can oversee and be involved with the set-up of the school.

The budget also includes money to hire at least 3 new teachers. The School Committee is also hoping to implement two full day kindergartens.

On the Capital Warrants-Mary Jane Mastrangelo stated that the big issue is Neary School. We need to see what needs to be taken care of first, and not let everything slide.

FY03 Fire Dept. Budget

Fire Chief John Mauro submitted his budget of \$1,381,822 FY 03. He stated that the department has had an increase in personal service of 1.5%, and there is a considerable increase in the number of training drills. The Fire Department has 5 personnel on each shift, so if someone is out, they do not need to replace them, they work the shift with just four.

Under equipment, the Chief is requesting \$4,000 for a snowplow to put onto the new pick-up truck. The chief stated that the total budget is up 2%, but does not include the contract salaries, which are under negotiation. The Chief has also has requested a warrant article for a new pump truck. He also stated that the Department needs a new 4 wheel drive vehicle. The board wanted to know if he could get by with a regular vehicle instead, which the Chief did not favor due to scheduling issues. Also the Board asked if at this time, might leasing be a better option than buying.

OTHER BUSINESS TRANSACTED

Approval of Minutes

The Board unanimously approved the Minutes of the January 8, 2002 Selectmen's meeting.

Approval of Executive Session Minutes

The Board unanimously approved the Minutes of the January 8, 2002 Executive Session (not to be released).

Appointments to Local Emergency Planning Committee

Tabled to February 5, 2002 Selectmen's meeting.

Approve and executive contract for Fire Chief John Mauro

To be discussed in Executive Session.

Approval of merit increase for Tamara Hadley

The Board unanimously approved the merit increase for Tamara Hadley, Senior Clerk in Town Clerks office, from \$14.40 to \$15.12 per hour, effective January 24, 2002.

Appoint Kenneth Fitzgerald as Part-time Dispatcher

Police Chief William Colleary has requested that Kenneth Fitzgerald, who will be attending the police academy, be appointed as a part-time Dispatcher.

The Board unanimously appointed Kenneth Fitzgerald as a part-time dispatcher, with a rate of \$14.96 per hour, term to expire June 30, 2002.

WARRANTS

168	\$564.73	01/18/02	SCH. FY01 ENCUM. PAYABLES
169	\$309,332.77	01/18/02	SCHOOL BLDG. PROJECTS
170	\$44,404.57	01/18/02	TOWN PAYABLES
171	\$75,498.27	01/18/02	SCHOOL PAYABLES
172	\$60,863.56	01/18/02	SCHOOL PAYABLES
173	\$100,093.06	01/16/02	TOWN PAYROLL
174	\$104,963.69	01/16/02	DEDUCTION REPORT
175	\$306,344.05	01/18/02	SCHOOL PAYROLL
TOTAL	\$1,002,064.70		

WARRANTS

176	\$75,013.98	01/25/02	TOWN PAYABLES
177	\$37,546.43	01/23/02	DEDUCTION REPORT
178	\$104,198.13	01/23/02	TOWN PAYROLL
TOTAL	\$216,758.54		

At 9:37 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Respectively submitted by


Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, February 5, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman William J. Christensen, Janice Conlin, Town Administrator. Selectman David Parry joined the meeting at 7:35 p.m.

SCHEDULED APPOINTMENTS

Reconsider vote requiring residency of Fire Chief; Execute new contract

Selectmen acknowledged the difficulty the Fire Chief has had in finding affordable housing in Southborough. The Board voted 2-0 to reconsider their vote on extending the residency requirement for the Fire Chief for another two years. There was a motion to permit Chief Mauro to reside in an abutting community. The motion was seconded and so voted. The Board signed the Fire Chief's contract, for the term of July 1, 2001-June 30, 2004.

Buildings and Grounds Budget for FY03

Basilio Diaz, Facilities Manager, met with the Board to go over his proposed Buildings and Grounds budget of \$ FY03.

One of the differences with this year's budget from last year is the addition of Mr. Diaz's salary. Last year Mr. Diaz's salary was paid from an article. A major concern of Mr. Diaz and the Board is the continued upkeep of the Buildings and Grounds with projections of any future major outputs for replacement or purchase of equipment.

The only capital warrant this year would be a new tractor and fences for Neary and Mooney fields, and an irrigation system for Mooney Field. Since the fences and fields are within the required standards, these items may be withdrawn from this year's budget.

Regional School Committee Budget FY03

Robert Melican, Superintendent of Schools met with the Board to present the proposed budget of \$11,589,602. which is an increase of 6.94% from last year. The 100% budget increase without the reimbursements would be 7.44%.

Mr. Melican and the Regional School Committee hope to lower the final budget even more. The Athletic budget includes starting a Girls Ice hockey program.

The Northborough Senior Center has proposed the possible use of the school's facilities in the future, which could be beneficial to both towns, as the reimbursements for the use of the facilities would be split with between both towns.

DPW Budget FY03

John Boland, Superintendent of Public Works, met with the Board to submit his proposed Budget of \$2,260,905 FY03, which is up 10% from last year.

Before discussing the budget, the Board asked Mr. Boland for an update on the Cemetery Expansion. Mr. Boland stated that Capital Asset Management has promised to give him a Draft Agreement on Friday, February 8, 2002.

Returning to the budget, in general, the Town's Recycling system is not working as well as was anticipated. Not enough citizens are recycling. One of the expenditures of the DPW is the overtime paid to the employees, who work on Saturdays at the Transfer Station. The Department of Public Works has not increased the water rate in 12 years, but is reviewing its options, since the water consumption has increased considerably in recent years.

From the Capital budget the following is being requested:

- (1) A truck to replace a 20 year old truck
- (2) A Transfer Trailer to replace a 1982 Trailer, that will probably not last the year (currently is only used when the other trailers are full to try and save it).
- (3) A vehicle for Superintendent Boland.

WARRANTS

179	\$26,792.93	02/01/02	TOWN PAYABLES
180	\$17,218.03	02/01/02	SCHOOL BLDG. PROJECTS
181	\$301,218.03	02/01/02	SCHOOL PAYROLL
182	\$216,649.62	01/30/02	DEDUCTION REPORT
183	\$5,456.66	01/30/02	MO. TOWN PAYROLL
184	\$92,243.89	01/30/02	TOWN PAYROLL
TOTAL	\$659,983.58		

WARRANTS

185	\$500.00	02/04/02	FILINGS - TAX TITLE
186	\$305,419.11	02/08/02	TOWN PAYABLES
187	\$25,565.20	02/06/02	DEDUCTION REPORT
188	\$83,989.12	02/06/02	TOWN PAYROLL
189	\$49,621.22	02/15/02	TOWN PAYABLES
190	\$75,474.70	02/15/02	SCHOOL BLDG. PROJECTS
191	\$91,503.33	02/13/02	DEDUCTION REPORT
192	\$87,156.84	02/13/02	TOWN PAYROLL
193	\$300,726.63	02/15/02	SCHOOL PAYROLL
194	\$56,473.39	02/22/02	TOWN PAYABLES
195	\$625.00	02/22/02	CHAPTER 85-A
196	\$2,312.55	02/22/02	VERIZON
197	\$2,635.05	02/22/02	VERIZON
198	\$6,161.66	02/22/02	SCHOOL PAYABLES FY01 ENCUMB.
199	\$9,488.86	02/22/02	SCHOOL CAFETERIA
200	\$64,062.64	02/22/02	SCHOOL PAYABLES
201	\$26,854.23	02/20/02	DEDUCTION REPORT
202	\$87,421.67	02/20/02	TOWN PAYROLL
TOTAL	\$1,275,991.20		

At 8:55 P.M., there was a move to enter Executive Session to discuss potential litigation. The motion was seconded and so voted.

Roll Call

Parry Aye Christensen Aye Coombs Aye

Respectively submitted by

Carolyn Ostresh
Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, February 26, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman William J. Christensen, Janice Conlin, Town Administrator. Selectman David Parry joined the meeting at 7:40 p.m.

SCHEDULED APPOINTMENTS

Pole Hearing: Boston Road, submitted by Verizon & Massachusetts Electric

Verizon representative could not attend tonight's meeting, so Board voted 2-0 to table hearing until March 12, 2002.

Southborough Community Center

Paul Brefka, Chairman of the Community Center Building Committee met with the Board of Selectmen to inform the Board that he has put a halt on the Community Center project due to the failure of the septic system. In May of 1999, the Board of Selectmen authorized a Septic Study. Board of Health stated that the septic system would have to have a capacity of 750 gallons a day to build a 10,000 square foot center. Under the impression that the soil test had been done and passed, the Town approved at the Town Meeting \$25,000 to do a Feasibility Study. At the 2001 Town Meeting, the Town approved an additional \$200,000 to begin the groundwork on the new community center. In October 2001, Chairman Brefka sensed that there was a problem. During a routine conversation, Mr. Brefka discovered that the Soil Test had never been completed. On December 17, 2001, new soil tests were done, and failed. On January 9, 2002, Mr. Brefka wrote letter to Board of Health, asking them what they would approve. Board of Health responded that it would approve a septic system with a 640 gallon a day capacity and the building, a maximum of 8,500 square feet. On February 15, 2002, the Committee received a letter from the Board of Health reversing their decision.

After a discussion of some of the options open to the Town, it was decided that the issue should be put on the March 12, 2002 Selectmen's meeting agenda, and ask the Board of Health, Fire Chief and Police Chief, and the president of the Fayville Athletic Association to attend.

Southborough Arts Center

Paul Brekfa, chairman of the Arts Center Building Committee updated the Board of Selectmen. The Arts Center building currently does not conform with ADA regulations. On Thursday, February 28, 2002, the final meeting with the Architects will be held.

The changes recommended to for the building will not be luxuries but the basics (new restrooms; a kitchen; an elevator, and fixing the stairways). Putting in an elevator will cost \$230,000.

Selectman Christensen asked how large the site is, and could it possibly be made into a community center if necessary? With the problems that have now come up with the community center, this project may have to temporarily be put on hold.

Conservation Commission, Request to hire special counsel

Due to a subpoena, the commission would like authorization to hire Aldo Cipriano as their Special Counsel, as he is familiar with the case. His fees would be paid out of the Conservation Commissions funds. The Board unanimously approved a sum of \$10,000 from the funds to be used. The Board unanimously approved the motion to hire Aldo Cipriano as special counsel to the committee for this case only.

Heritage Day Committee, RE: 275th Birthday Celebration

David Falconi, Chairman of the Heritage Day committee presented the Board with an update of plans for the Town's 275th birthday celebration. Tentatively the celebration will start on Wednesday, July 17th and conclude on Sunday, July 21st. The committee estimates that it will cost \$30,000 and will be funded through an article on the Annual Town meeting warrant.

David Davidson, Re: Parkerville Landfill

David Davidson met with the Board to express his concern that the Parkerville landfill has not been completed to the Town's specifications and there have not been any meetings of the Parkerville Landfill Committee in recent months. He would like to see the As-Built plans and see a copy of the contract specifications. The Board will request the Committee Chairman set up a meeting or show the As-Built plans and a copy of the specifications from SEA to Mr. Davidson.

—

OTHER BUSINESS TRANSACTED

Approval of Minutes of February 5, 2002

The board unanimously (2-0) voted to approve the minutes of the February 5, 2002 Selectmen's Meeting.

Appointments to the Local Emergency Planning Staff

The Board unanimously approved (2-0) the following appointments to the Local Emergency Planning Staff. (see attached)

Cemetery Addition off Middle Road

An update of the Cemetery addition off Middle Road was given to the board by Town Administrator Janice Conlin. The Town has received the necessary paperwork to purchase the land for \$82,000. Town Counsel has the paperwork for perusal. There will be an article on the Town Warrant. Hopefully work on the land will begin Spring, 2002.

Appoint Robert Lagasse to the Local Emergency Planning Committee

The Board unanimously (3-0) approved the appointment of Robert Lagasse, 10 Powdermill Lane, Southborough, to the Local Emergency Planning Committee, for a term to expire June 30, 2002.

Close the Warrant for Annual Town Meeting

The Board unanimously approved motion to close the Warrant for the Annual Town Meeting.

Sign Annual Town Meeting Warrant

The Board signed the Annual Town Meeting Warrant.

Appoint Stephen Bristol to the Recreation Facilities Committee

The Board unanimously approved the appointment of Stephen Bristol, 37 Marlboro Road to the Recreation Facilities Committee, for a term to expire June 30, 2002.

Selectmen's FY03 Budget

The Board reviewed the Selectmen's budget for FY03 in the amount of \$223,182.

Approve transfer for Recreation Scholarships from Trust Funds

This past year the Recreation Commission awarded scholarships totaling \$550. The Recreation Commission has requested the transfer of funds from the Trust funds in this amount. The Board unanimously approved the transfer of \$550 from the Trust funds to be used for the scholarships.

Request from Youth & Family Services for disbursement from Trust Funds

The Board unanimously approved the request from the Youth & Family Services for \$495.00 for disbursement from Trust Funds.

Assabet Consortium

After brief discussion on the pros and cons of purchasing fuel with the Assabet Consortium, as opposed to taking individual bids, the Board tabled this decision. The Board asked for a historical summary on this procurement process in the past.

Girl Scout Banner

Cathy St. Andre has requested permission to hang a Banner, celebrating the 90th birthday of the Girl Scouts of America. The Board unanimously approved the request, subject to the approval of the Fire Chief and the Police Chief.

WARRANTS

203	\$85,171.09	02/27/02	TOWN PAYROLL
204	\$4,586.66	02/27/02	MONTHLY TOWN PAYROLL
205	\$81,248.14	02/27/02	DEDUCTION REPORT (TOWN & SCHOOL)
206	\$2,975.00	02/27/02	DEDUCTION REPORT (SCHOOL)
207	\$61,951.80	03/01/02	DEDUTION REPORT (SCHOOL)
208	\$301,113.98	03/01/02	SCHOOL PAYROLL
209	\$85,356.28	03/01/02	SCHOOL BLDG. PROJECTS
210	\$51,058.71	03/01/02	SCHOOL PAYABLES
211	\$86,987.21	03/01/02	SCHOOL PAYABLES
212	\$65,575.50	03/01/02	SCHOOL PAYABLES
213	\$1,438,995.94	03/01/02	TOWN PAYABLES/ALGONQUIN/ASSABET VAL.
TOTAL	\$2,265,020.31		

At 10:26 P.M., there was a move to enter Executive Session, not to return to open session, to discuss contract negotiations. The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Carol Ostresh

Carol Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Thursday, March 7, 2002**

7:00 p.m. Convened in Planning Board Room, second floor of the Forbes Municipal Building, Westborough, MA.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

MBTA Stations in Westborough, Ashland, and Southborough

Boards of Selectmen from Southborough, Westborough and Ashland met with Representatives of the MBTA to discuss the concerns of the towns in reference to the openings of the train stations this summer. Also in attendance were officials from Marlborough, Northborough and Framingham, the state representative for Westborough and State Representative Stephen LeDuc, Marlborough/Southborough, Ken Miller, Deputy Planning Director of Mass Highways, and citizens from the various town.

It was suggested that the purpose of this meeting would be to discuss and possibly resolve the issues that affect all three towns, and that each town should within the next few weeks set up its own meeting with the MBTA representatives to discuss the individual problems.

After an introduction of the various town officials in attendance, James Eng of the MBTA gave a progress update of the three stations, stating that the target opening dates for the stations are, Westborough, June 3, 2002; Southborough, June 17, 2002; and Ashland, August 19, 2002, but the MBTA is hoping to complete and open the Ashland station sooner.

All three stations will be handicap accessible. Westborough will have a Pedestrian Overpass; Southborough will have a Pedestrian underpass. Mr. Eng promised that each of the stations will not be opened until all of the mitigations are completed.

Next he discussed the parking at each of the stations. There will be 675 spaces in Ashland; 355 in Southborough; and 301 spaces in Westborough. All three towns are concerned with the traffic and parking issues that will arise with the opening of these stations. Southborough has already requested "No Parking" signs, which the MBTA will supply, but the Town must install themselves. Ashland and Westborough would also like the MBTA to supply signs for their towns. As far as parking illegally, each town's police force will be responsible for ticketing the vehicles.

In reference to reverse commuting, the MBTA is working with Worcester to prepare a report; Computer Railroad Operations is willing to work with each of the towns on this issue. Ashland Selectmen are concerned because they have been told that the Lift buses will not be running to the train station when it opens. They feel the whole purpose of the train stations were to alleviate

traffic, but removing the buses will defeat the purpose of the stations. Ken Miller stated the Lift buses are funded by C MAC and usually the funding is for one year for each Lift route. The last day for the Lift Bus currently going into Ashland will be June 30th. After June 30th, a new route has to be requested and approved.

Southborough Selectman David Parry expressed his concerns about the major traffic and parking problems that will occur in Westborough and Southborough, if the Ashland Station doesn't open until August. James Eng assured the selectmen that if at all possible, the Ashland Station will be opened within a few weeks of the opening of the other stations. Again, the selectmen from all three towns stressed the importance of having bus services going to/from the train stations, and it was suggested that the three towns work closely together, along with their respective state representatives to get some sort of bus service running to each of the train stations.

Meeting was adjourned at 8:20 PM.

Respectively submitted by

A handwritten signature in cursive script that reads "Carolyn Ostresh".

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, March 12, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Pole Hearing – Boston Road, submitted by Verizon & Massachusetts Electric

Chris Virella of Verizon met with the Board to request permission to replace the cable supporting the pole at 34 Boston Road with a push brace. The Board unanimously approved Verizon's request to replace the cable supporting the pole on Boston Road with a push brace.

Southborough Community Center

Selectman David Coombs gave a brief synopsis of the progress on the Southborough Community Center up to this point, before introducing Dr. Timothy Stone, of the Board of Health.

Dr. Stone stated that he met with the Selectman Christensen and other staff and discussed the septic problems. The Board of Health observed the water usage at the Fayville Hall and the house on 42 Central Street, and determined that neither building in the past, has had any major problems with the septic systems, so Dr. Stone feels that the Board of Health will be in a position to accept a proposal for a septic system for a Community Center of 8500 square feet.

Since the article was put on hold when the proposed septic system for the Center was rejected by the Board of Health, the new plans for the center will not be on the warrant for the April 8, 2002 Town Meeting. The Board suggested holding a Special Town Meeting in July, 2002, if the Board of Health does approve the new septic proposal, so that the town won't lose a whole year of construction time. Basilio Diaz, Facilities Manager, presented to the Board some temporary necessary and cosmetic repair items that could be considered for the Fayville Hall to make it more comfortable in the interim. Some of these repairs are:

- (1) Installation of a fire alarm system. Mr. Diaz stressed to the Board that it is dangerous to rent out the Fayville Hall as long as it does not have a fire alarm system. Mr. Diaz has spoken with Fire Chief Mauro, and the chief has stated that a system that would be acceptable and pass Federal regulations would cost \$5000.00.
- (2) Renovate bathrooms- take petitions out, and make them larger.
- (3) Kitchen – fix floor and replace refrigerator, cabinets, work counter and paint walls
- (4) Meeting room – fix floor
- (5) Include new lighting to rooms
- (6) Move two offices upstairs, which will provide more space to the large downstairs room

The total cost for these repairs would be \$28,000.

The Board concurred. There will be a warrant at the Town Meeting requesting money for either leasing space, or doing temporary repairs to the Hall, but, if approved, that money would not become available until July, 2002.

After inspecting the Fayville Hall, Peter Johnson, Building Inspector, sent a memorandum to the Selectmen. He stated that a portion of the VFW wing of the building has become unsafe, and should not be occupied at this time. The nurse's station, which is located in the VFW is safe as long as people access it from the stairs from the kitchen. Mr. Johnson also suggested limited use of the upstairs hall until a structural engineer can confirm that the upstairs floor is structurally safe. Though he does not feel that the floor is in danger of immediate collapse, he feels that the

dance group that uses the hall weekly, damages the floor surface. A resident at the meeting who is also an architect, stated although the floor vibrates, it doesn't mean that it's unsafe, just bouncy. The Board is going to let all of the programs currently running to continue at this time, but suggests that these groups be notified that the use of the hall could stop in July, possibility sooner. A resident at the meeting wanted to know what alternatives would be available should the structure be condemned. Wayne Thies, the Town Planner, has already been looking into the temporary leasing of space in office buildings in town. One of the suggestions made by another resident was the possibility of asking the various churches in town to use their halls until new space could be found. The resident wanted to know what would happen should the Fayville Hall have to be vacated before July, 2002. Aldo Cipriano, who is an attorney at law, said that if the building is absolutely unsafe, and there is absolutely no where else to go, there is a "Use and Occupancy Agreement" which would allow the town to transfer money to lease a facility until July, without violating the law.

Cultural Arts Center

Lynne McKay of the Cultural Arts Council, and other members of the Cultural Arts Center, who were present at the meeting, discussed the progress of the Arts Center project with the Board. They are extremely pleased that it appears the town will not need to consider using the town building housing the Cultural Arts Center for another use. The members stated that after much thought and consideration, they feel in these economic times, even though they would love to cosmetically improve the building and fix and increase the size of the parking lot, they will only request the funds to do what is absolutely necessary to the building to bring it up to ADA compliance. The Board unanimously agreed to support their request.

Joseph Kacevich: request for disbursement of funds

Joseph Kacevich, Chairman of the Recreation Facilities Committee met with the Board to request funds and permission for various recreation projects that are either underway or planned for the near future.

(1) Mr. Kacevich requested permission to replace the current scoreboard at Mooney Field with a new 9½ foot electrical mechanical board, with a small sponsor's logo in the upper left hand corner, that would be placed in left field. The Board of Selectmen stated its concern with the new board's logo, which might be in violation of the town's laws. Mr. Kacevich stated that having a logo on the boards is a common practice, and the logo would only show during the youth baseball season, rest of the time it would be covered up. Board unanimously approved the replacement of the old board with a new one, subject to review and approval of Town Counsel.

(2) Mr. Kacevich brought up Eagle Scout candidate Ryan McHorney's project of improving and maintaining Fay Memorial Field. Mr. McHorney will install 3 trash receptacles and two benches. He will sand and seal all playground equipment; install a new picnic area; and spread 10 yards of fiber safety material around the equipment. Mr. Kacevich has requested \$900 from the Recreation Facilities fund to cover the cost of 25 6' x 6' timbers to build the two benches. The Board unanimously approved the request to spend \$900 from the Recreation Facilities Fund for this project.

(3) Mr. Kacevich stated that the Southborough Youth Baseball Association desires to improve the overall safety of Mooney field by adding fencing along the first base line; replace fence along the third base line; and reconfigure the backstop. The Southborough Youth Baseball Association will pay \$6,000 towards the project, and the Recreation Facilities Commission will pay the

difference. The Board unanimously approved the expenditure of up to \$15,000 from the Recreation Facilities Fund.

Also in reference to the safety at the fields, Genzyme has donated \$8,454 for four sets of boca safety bleachers (one for the Finn Field; two for the Mooney Field; and one for the Neary Field), now mandatory by law.

(4) Lastly, Mr. Kacevich requested \$7,000 for the Acre Bridge Road project. The Board unanimously approved the expenditure of \$7,000 from the Recreation Facilities Fund.

OTHER BUSINESS TRANSACTED

Approve Minutes of February 26, 2002

The Board unanimously approved the minutes of February 26, 2002 Selectmen's Meeting.

Approve Executive Session Minutes of February 5, and February 26 (not to be released)

The Board unanimously approved the Minutes of the February 5, 2002 and February 26, 2002 Executive Sessions (not to be released).

Appoint Tracy Alexis O'Rourke to Southborough Cultural Arts Council

The Board unanimously approved the appointment of Tracy Alexis, 3 Hidden Meadow Lane to the Southborough Cultural Arts Council, for a term to expire November 12, 2003.

Appoint Susan E. Gaines to Southborough Cultural Arts Council

The Board unanimously approved the appointment of Susan E. Gaines, 29 Constitution Drive to the Southborough Cultural Arts Council, for a term to expire February 26, 2004.

Appoint Robert J. Gaines to Southborough Cultural Arts Council

The Board unanimously approved the appointment of Robert J. Gaines, 29 Constitution Drive to the Southborough Cultural Arts Council, for a term to expire February 26, 2004.

Appoint the following staff: John Boland, Janice Conlin, Karen Galligan, and Wayne Thies to the GIS Committee

The Board unanimously approved the appointments of John Boland, Department of Public Works Superintendent, Janice Conlin, Town Administrator, Karen Galligan, Staff Engineer, and Wayne Thies, Town Planner, to the GIS Committee, for a term to expire on June 30, 2002.

Sign Proclamation for the I-495/Big Dig Initiative

The Board signed the Proclamation for the I-495/Big Dig Initiative, and cc: Metro West.

Approve merit increase for Karen Figueroa, Assistant Treasure-Collector

The Board received an excellent annual review from Daniel Keyes, Town Treasurer for Karen Figueroa, Assistant Treasurer-Collector. The Board unanimously approved the 5% merit increase of from \$17.42/hour to \$18.29/hour for Karen Hamelin Figueroa, Assistant Treasurer-Collector, effective March 19, 2002.

Approve buyback of burial plot from Roger and Patricia Capone

The Board unanimously approved to buyback of the burial plot at the Southborough Rural Cemetery from Roger and Patricia Capone.

Execute Memorandum of Agreement with MDC (Acre Bridge Road)

The Board signed the Memorandum of Agreement with the MDC (Acre Bridge Road).

This memorandum is in reference to the soccer field on Acre Bridge Road, giving Southborough 75% of the use of the field, and other towns the remaining 25%. Also, anyone wanting to use the field would have to book the usage of the field through Kathryn Garcia, Director of the Southborough Recreation Commission.

Execute contract with Leslie Chamberlain for Council on Aging Nurse

The Board unanimously approved and signed the contract of Leslie Chamberlain for \$28/hour, eight hours a week, as the Council on Aging Nurse.

Sign contract for handyman for Council on Aging

The Board signed a contract with Tom Regan, as handyman for Council on Aging, effective February, 2000 to July, 2002.

Approve medical leave under FMLA for Robert Clewes from March 13, 2002

The Board unanimously approved the medical leave under FLMA for Robert Clewes, effective March 13, 2002.

Execute Memorandum of Agreement with the MDC for trails

Earlier in the meeting, Joseph Kacevich gave a progress report on the walking trails to the Board. The Board unanimously approved and signed the Memorandum of Agreement with the MDC for walking trails that will run through both the Town of Southborough and MDC property.

Special Town Meeting – April 8, 2002

The Board unanimously approved the motion to call a Special Town Meeting within the regular Town Meeting on April 8, 2002; the Board then signed the warrant for this meeting.

WARRANTS

214	\$241,309.96	03/08/02	TOWN PAYABLES
215	\$27,913.72	03/06/02	DEDUCTION REPORT
216	\$90,830.95	03/06/02	TOWN PAYROLL
TOTAL	\$360,054.63		

WARRANTS

217	\$90,802.25	03/13/02	DEDUCTION REPORT
218	\$87,565.23	03/13/02	TOWN PAYROLL
219	\$298,677.96	03/15/02	SCHOOL PAYROLL
220	\$42,777.12	03/15/02	TOWN PAYABLES
221	\$73,830.71	03/15/02	SCHOOL BLDG. PROJECTS
222	\$6,969.15	03/15/02	SCHOOL CAFETERIA
223	\$87,004.90	03/15/02	SCHOOL PAYABLES
224	\$64,667.14	03/15/02	SCHOOL PAYABLES
TOTAL	\$752,294.46		

At 9:50 p.m., there was a move to enter Executive Session, not to return to open session, to discuss contract negotiations. The motion was seconded and so voted.

Roll Call

Parry Aye Christensen Aye Coombs Aye

Carol Ostresh

Carol Ostresh

Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, March 19, 2002

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Request for Funds from the Recreation Facilities Improvement Fund

Tim Kemper requested \$4,950.00 from the Recreation Facilities Improvement Fund to purchase materials to install five roadway crossings and signage for the walking trail system. The materials for each crosswalk would cost \$950. The Board unanimously approved (2-0) the appropriation of \$4,950.00 from the Recreation Facilities Improvement Fund, for the purchase of materials for the crosswalks and signage for the walking trails.

GIS Committee

John Butler met with the Board to recommend that the Board award the Phase I/Phase II contract to Kucera. Three vendors ranked just below Kucera, but were considered comparable to Kucera. The committee narrowed their choices down to Sewell and Kucera, but unanimously voted for Kucera because they have complete control over all aspects of the process. The Board voted unanimously to award contract for Phase I to Kucera for \$22,790; and Phase II for \$166,525.

OTHER BUSINESS TRANSACTED

Appoint John W. Boland, Jr. to Central Mass. Resource Recovery Committee

The Board unanimously approved the appointment of John W. Boland, Jr. 12 Richards Road, to the Central Mass. Resource Recovery Committee, his term to expire March 15, 2002.

Police Contract

The Board unanimously approved and signed the Police Union Contract for years 2002, 2003 and 2004.

Close warrant for Special Town Meeting: Sign Special Town Meeting Warrant

The Board closed the warrant for the Special Town Meeting to be held during the regular Town Meeting on April 8, 2002. The Board signed the Special Town Meeting Warrant.

Sign Letter of Agreement with SEA for conceptual analysis of Deerfoot Road, from Main Street

The Board unanimously approved and signed the Letter of Agreement with SEA for the conceptual analysis of Deerfoot Road, from Main Street to Deerfoot road for \$7,500.

Sign agreement with SEA for Parkerville Road, North for \$57,000

John Boland, DPW Superintendent and Janice Conlin, Town Administrator have reviewed the agreement that includes the final plans for the construction; contract for \$34,000 to do a traffic count and signage, with an optional fund for a bridge crossing at the reservoir, alignment of the road. The agreement also includes \$23,000 fee for the preparation of the bid document. The Board unanimously approved and signed the agreement with SEA for Parkerville Road North, not to exceed \$57,000.00, and subject to review and approval of the Town Counsel.

Amendments to the Salary Administration Plan

Vanessa Hale, Assistant Town Administrator, updated the Board on the study the Personnel Board has done over the last 6 months for the Salary Administration Plan for the department heads and full-time employees. The new plan has seven grades and 10 steps, until the employee reaches the maximum salary. This new plan is subject to approval at the town meeting.

Meeting with the Kathrine Allen

Selectman William Christensen met with Kay Allen to discuss what she is planning to do with her property. She is planning to sell her property (west farm, with building), which is currently under 61A. Under 61A, the landowner has to give the Town first refusal for the property. There is a potential buyer interested in purchasing the property, and keeping it as a farm. Currently the Town does not have a use for the farm property, but would like to see it remain open space. Mrs. Allen is going to speak with her children about her options. It was suggested that Selectman Christensen and town Administrator meet with Mrs. Allen and see if the prospective buyer would be willing to sign an agreement with the Town, stating that should the time arise that the new owner needs to sell the property, the Town would have first option to buy. Before the Town should decide to buy the property, the property should be appraised. At this time, there is no decision on what Mrs. Allen wants to do with the rest of the farm, which is seventeen acres of mostly woodland, and is owned by Mrs. Allen and her sister.

Rise Group, LLP

Rise Group, LLP submitted their invoice for the month of January. The Board unanimously approved to pay the invoice from the Article-Engineering Consultants.

WARRANTS

214	\$ 241,309.96	03/08/02	TOWN PAYABLES
215	27,913.72	03/06/02	DEDUCTION REPORT
216	90,830.95	03/06/02	TOWN PAYROLL
217	90,802.25	03/13/02	DEDUCTION REPORT
218	87,565.23	03/13/02	TOWN PAYROLL
219	298,677.96	03/15/02	SCHOOL PAYROLL
220	42,777.12	03/15/02	TOWN PAYABLES
221	73,830.71	03/15/02	SCHOOL BUILDING PROJECTS
222	6,969.15	03/15/02	SCHOOL CAFETERIA
223	87,004.90	03/15/02	SCHOOL PAYABLES
224	64,667.14	03/15/02	SCHOOL PAYABLES
225	80,033.90	03/22/02	TOWN PAYABLES
226	4,315.20	03/22/02	SCHOOL BUILDING PROJECTS
227	26,750.19	03/20/02	DEDUCTION REPORT
228	86,581.35	03/20/02	TOWN PAYROLL
TOTAL	\$1,310,029.73		

At 8:50 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, March 26, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Hearing for Bylaw change to add two additional alternates to the Zoning Board of Appeals

James Falconi, a member of the Zoning Board of Appeals, met with the Board to request the support of the Bylaw change that would add two additional members to the Zoning Board of Appeals. He stated that with the busy schedules of the board members, and the increased number of issues that need to be heard by the Zoning Board, it would be beneficial for everyone, if two additional alternates could be added. The Board agreed and will support the request at Town Meeting.

Road Acceptance Hearing – Angelica Lane

The Board unanimously approved the indefinite postponement of the acceptance hearing for Angelica Lane, withdrawal as requested by applicant.

Road Acceptance Hearing – Austin Kelly Lane

John Boland, Superintendent of the DPW stated that there is only one outstanding item, and technically it is an issue for the Gas Company, which should be corrected by Town Meeting. The Board unanimously approved the layout of Austin Kelly Lane as submitted by applicant.

Road Acceptance Hearing – Joslin Lane

The Board unanimously approved the indefinite postponement of the acceptance hearing for Joslin Lane, withdrawal as requested by applicant.

Road Acceptance Hearing – Metacomet Lane

John Boland, Superintendent of the DPW stated that there is only one outstanding deficiency item, two water gates that need adjustments. The problem should be corrected the Town Meeting. The Board unanimously approved the layout of Metacomet Lane as submitted by applicant.

Road Acceptance Hearing – Schipper Farm Lane

John Boland, Superintendent of the DPW stated that there are no outstanding issues, but read a letter from a resident of the street who stated that there are two dead trees on the street. Town Planner, Wayne Thies, stated that he will hold the bond money until it is determined whether the trees are dead or alive. If they are dead, the contractor will have to replace them. The Board unanimously approved the layout of Schipper Farm Lane as submitted by applicant.

Road Acceptance Hearing – Witherbee Lane

The Board unanimously approved the indefinite postponement of the acceptance hearing for Witherbee Lane, withdrawal as requested by applicant.

Discussion of SuAsCo warrant article (#63) with representative Frederica Gillespie

Frederica Gillespie, a member of the SuAsCo wanted to formally inform the Selectman about SuAsCo warrant article . Ms Gillespie briefly discussed some of the projects and environmental issues that SuAsCo is currently working on, such as Storm water Phase II.

Pole Hearing – Lovers Lane & Lynbrook Road

Chris Parella of Verizon met with the board to request permission to replace four poles and add a fifth pole on portions of Flagg Road to Lynbrook. Should Verizon find that it has to remove any trees, they would go through the proper channels before removing them. The Board unanimously approved the installation of the poles.

Timothy McHugh, Personnel Board to discuss warrant articles

Timothy McHugh, Chairman of the Personnel Board met with the Board of Selectmen to discuss their warrant articles. Mr. McHugh stated that the Personnel Board undertook an extensive study of the Non-Union and the Department Heads. The Personnel Board hired Bennett Associates to make recommendations as to (1) the most effective way in which to make decisions and the job descriptions of the union members; (2) their financial responsibilities.

Some of the differences in the new salary plan being proposed by the Personnel Board and the current plan for all other employees:

- (1) Number of grades
- (2) Number of steps in the grades
- (3) Way in which vacation time is accrued
- (4) Raises are by dollar increments not by percentage

Many of the employees who will be in this plan voiced their opinions of what they feel are inequities in the plan. Many of them felt their placement in the grades would limit their raises. It was noted that there were some numerical errors in the plan. The Personnel Board has made the corrections and a few changes in the plan, and he feels that the Personnel Board and the employees are close to agreement on the new plan that will be presented at the Town Meeting. Resident Donald Morris voiced his opinion that any changes made from the current plan should not be detrimental to the employees. Selectman Christensen stated that in any plan, what might be detrimental to one employee, would be favorable to another.

Recreation Facilities - Joseph Kacevich

(1) Joseph Kacevich met with the Board to request the reallocation of \$15,000 back into the Recreation Facilities Fund. This money was previously allocated for the purpose of trucking donated fill from the Kallander property to the Acre Bridge Road site. The Board unanimously approved the reallocation of \$15,000 to the Recreation Facilities Fund.

(2) Mr. Kacevich requested the approval of \$9,112 from the Recreation Facilities Fund to purchase four sets of Boca compliant bleachers, to be installed at the Neary School, Finn School and Mooney Field baseball fields. Previously, the Board approved the \$8,454 donation from

Genzyme Corporation to purchase these bleachers. But, the cost is a bit higher than the \$8,454. The Board unanimously approved the expenditure of \$9,112.

(3) Mr. Kacevich stated that the Recreation Facilities Committee has to withdraw Article 41 – the Tot Lot from the April 8, 2002 Town Meeting. The committee feels that the Arts Center is an ideal location for the Tot Lot, but will have to indefinitely postpone its request.

(4) Mr. Kacevich requested that the Selectman support Article 57, a request for a new tractor for grounds maintenance. He stated that with the additional fields, it would be time saving and more efficient if Chris Leroy didn't have to share the tractor with the DPW. Sharing the tractor requires coordinating with the cemetery dept. for times to use it. The Board recommends that since the tractor will be getting extensive use, one of the things to consider in purchasing a used tractor, is that it should have a decent warranty on it

(5) Mr. Kacevich also brought up Article 58, irrigation of the Access Field, located at Trottier Middle School/Neary School. He stated that putting in an irrigation system would save water as the fields would be watered in the early morning hours instead of the middle of the day, and it would be more cost efficient as it would eliminate the need of someone daily setting up and removing the hoses from the hydrant, and it would remove the problem of vehicles running over the hoses, which will eventually ruin them. The life expectancy of these new systems has increased to fifteen years, and Chris Leroy and the cemetery crew can maintain it.

(6) Article 59, upgrading the fences at Mooney Field to meet with the National Little League standards will be indefinitely postponed.

(7) Article 60, the replacement of the backstop at Neary Field. Selectman Christensen stated that the schools have a terrible history of maintaining school fields. He feels that some of the responsibility of the maintenance of the school fields should be with the school systems.

(8) Lastly, an update on Acre Bridge Field, Phase I (preparation of sub-grade) has been completed, and Phase II (installation of footing and drainage systems) should commence this week. When Phase II is completed, Phase III (installation of the astro-turf and fencing) will complete the field.

The Board asked about the security measures at the field, and who would incur the cost of repairing the field, should it be vandalized. The field will have a four foot fence around it, and the Town will be responsible for fixing the field. The Board suggested including the field in ur insurance.

OTHER BUSINESS TRANSACTED

Accept \$5000 donation from the Fay School toward the Acre Bridge Road Field project

The Board unanimously approved to accept the donation from the Fay School in the amount of \$5,000 toward Acre Bridge Road Field project.

Accept payment in lieu of taxes from the L'Abri Fellowship for \$500

The Board unanimously approved to accept payment of \$500 in lieu of taxes from the L'Abri Fellowship.

Appoint James Chance to the Cable Committee

The Board unanimously approved the appointment of James Chance, 15 Foley Drive, to the Cable Committee, for a term to expire June 30, 2002.

Request from Action Transportation to use routes within Southborough for the Lift 7 bus transportation

In order to receive state funding, the Action Transportation has to notify the towns it operates in, what routes it will use, and get permission from the towns to use these routes. Therefore, the owners sent a letter to the Selectmen outlining the Lift 7 bus route it intends to use in Southborough, and requesting permission to operate in the Town. The Board unanimously approved the Lift 7 bus route for the Town.

Create a Phase II Stormwater Committee of five and appoint the committee members

A request was presented to the Board to appoint the following five persons to the Phase II Stormwater Committee, for a term to expire on June 30, 2002:

Representing Administration	Janice C. Conlin.
Representing Conservation Commission	Louis J. Bartolini
Representing the Board of Health	Paul C. Pisinski
Representing the Public Works	John W. Boland and Karen M. Galligan

The Board would like to see two residents on the committee; the Board unanimously approved the creation of a Phase II Stormwater Committee and the appointment of the above five members, for a term to expire June 30, 2002, with the appointment of the additional two members to follow.

MBTA Meeting

The Board asked Superintendent of the DPW, John Boland for a synopsis of his meeting with the MBTA Representative. Mr. Boland stated that he met with Mr. Astone and they went over our list formed over the last several months. Mr. Astone recognized and agreed with many of our issues, and the necessity of keeping the process moving, but doesn't have the authority, he needs to report back to Mr. Eng before anything can be done. Some of the concerns of the concerns of the Board are: sidewalk on east side; removable of some trees; intersection at North Street and Southville Road. As it is almost April, the Board will send a letter to the MBTA, wanting to know when all of the mitigation will be completed, and they will request an immediate response. The Board would like a follow-up meeting with the public, but Mr. Boland is hesitant to set one up until we have a response from Mr. Astone or Mr. Eng. The "No Parking" signs will need to be up, and parking bans will need to be in order by the middle of May. The Board decided to set up a follow-up meeting with the neighbors for April 23, 2002, and would like Mr. Astone to attend it.

Donald Morris, who lives near Trotter Middle School, mentioned to the Board that on Sunday, he noticed a lot of cars. He wanted to know if there is a set policy for the use of the schools. The Board told him that all school buildings are under the authority of the School Departments. Mr. Morris was concerned that the schools would be used twenty-four hours a day, seven days a week, which is not what he felt the townspeople had in mind when they approved the money to build the school. Board will get in touch with Superintendent of Schools, Robert Melican, to see if the school department has a usage of schools policy, and if they do, request a copy of it.

WARRANTS

225	\$80,033.90	03/22/02	TOWN PAYABLES
226	\$4,315.20	03/22/02	SCHOOL BUILDING PROJECTS
227	\$26,750.19	03/20/02	DEDUCTION REPORT
228	\$86,581.35	03/20/02	TOWN PAYROLL
TOTAL	\$197,680.64		

WARRANTS

229	\$63,264.10	03/29/02	TOWN PAYABLES
230	\$207,811.29	03/29/02	SCHOOL BUILDING PROJECT
231	\$6,911.66	03/27/02	MONTHLY TOWN PAYROLL
232	\$90,008.89	03/27/02	TOWN PAYROLL
233	\$212,622.22	03/27/02	DEDUCTION REPORT
234	\$310,166.34	03/28/02	SCHOOL PAYROLL
TOTAL	\$890,784.50		

At 9:55 PM, there was a motion to adjourn. The motion was unanimously approved.

Respectively submitted by

Carolyn Ostresh

Carolyn Ostresh
Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
APRIL 2, 2002

Commonwealth Enterprise Corporation – Dorian Jasinski

Dorian Jasinski, a member of the Board of Directors of Commonwealth Enterprise Corporation, a non-profit organization, met with the Board of Selectmen to discuss with them her company's phone service and the benefits it will give the Town. For every resident of Southborough who switches their current long distance service to Commonwealth Enterprise Corp., which uses Excel, the Town will get 10% of the gross monthly long distance fees, and there will be no taxes. Their rates are comparable to other long distance carriers, and actually cheaper than AT&T. There will be some expenses at the start, trying to get people to sign up.

Selectman Coombs stated that with all of the federal and state cutbacks currently going on, this would be an excellent way to help balance the Town's budget and help defray the cost of the Town's expenditures.

The Board wanted to know what the guidelines are for the distribution of the money. Currently there are no set guidelines, whichever department has the greatest needs, that is where they will distribute the money.

Selectman Christensen wanted to know if this plan covers international calls, and was told yes. There is also a Web-site shopping center, if the resident gives the Town's ID, 50% of the profit will come back to the Town. To help promote the company, and make more people aware of them, in May, they are going to sponsor a Senior Day. On that day, area high school students will rake up and clean the seniors' yards.

Central Dispatch

The Town is in the process of implementing a central dispatch system for the Fire and Police Departments, to be operated out of the Police Station. The new system, when implemented would cut the response time of 911 calls, anywhere from a few seconds to a few minutes. Police Chief, William Colleary said that 80% of the call to 911 were police related, and the other 20% were fire department related.

Police Chief Colleary stated that in most of the other towns that already have this system in place, that the dispatchers were under the Police authority, with the Fire Chief having input on the decisions. The dispatchers have to be under police authority and have police powers, because under state law, they are mandated to watch prisoners being held at the station. Fire Chief, John Mauro stated his major concern is that he was advised by some of the other fire chiefs, that one of the drawbacks of this systems, is that many times the Fire Chief gives his input, but feels it isn't being taken into consideration when the final decision is made. The Board felt it is important for the dispatchers understand and accept that even though they are working out of the police station, they are working for both departments. Some of the suggestions to make this happen is to have a sign over the dispatch desk, saying Central Fire/Police Dispatch station; patches for both departments on their sleeves, or name tags with both departments on them.

The Board would like to see a selection committee, made up of the Police Chief, Fire Chief and the Town Administrator. The Police Chief, Fire Chief and the Town Administrator have agreed to be on the committee. Both chiefs agreed that the current department administrations have a great relationship, but in the future with different personnel that could change. One of the jobs of the new selection committee is to do a new job description for the dispatcher. The police

chief stated that most of his dispatchers use the job as a catalyst for becoming a reserve police officer. Selectman Christensen hopes that some of the future dispatchers want the job because they want to be dispatchers, as the new technology gets more complicated, and he doesn't want the Town to have to keep training personnel.

Currently the major stumbling block in putting this system is the software package. The current two systems aren't compatible. MicroSystems doesn't have an approved software yet, can't justify making the commitment with them until their software is approved, which should be shortly. It will cost about \$25,000 to put in new software package, an additional sum to put in the dedicated line between the main fire station and the secondary station. Both departments are fully committed to the system and the target date to have system operational is July 1, 2002

Request for Part-Time Police Dispatcher

At a previous selectmen's meeting, the Police Chief requested the appointment of a part-time dispatcher. The person the Police Chief has excellent credentials and a background check has already been done. The reason the Board had postponed the approval, was because they were hoping that the new system would be in place, but as it won't be implemented for several months, they will review the request at the next selectmen's meeting on April 8, 2002.

AGENDA ITEMS TO BE DISCUSSED AND/OR VOTED

Approve Minutes of March 12, 2002, March 19, 2002

The Board unanimously approved the minutes of the March 12, 2002 and March 19, 2002.

Approve Executive Session minutes of March 19, 2002

The Board unanimously approved the minutes, not to be released, of the March 19, 2002.

Insect Pest Management Committee

The Board approved the creation of the Insect Pest Management Committee, and the appointed the following, to a term expiring June 30, 2002:

Kathryn Garcia, Director of Recreation Commission

Basilio Diaz, Facilities Manager

Bridget Gilleney, Cemetery Division Supervisor

John Boland, Superintendent of the DPW

Chris Leroy, Recreation Maintenance Department

Janice Conlin, Town Administrator

Assign warrant articles for presentation

The Board assigned the articles for presentation at the April 8, 2002 Town Meeting, sponsored by the Selectmen.

Assabet Valley Collaborative fuel bid FY03

Before last year, when the Town joined the Assabet Valley Collaborative, only one bid was received. Last year the Town joined the Assabet Collaborative, which received three bids for the heating fuel. The low bid was not from Falconi Oil. It is time again to decide whether to join the Assabet Collaborative or prepare an RFP. Before making a decision the Board wants to see how much oil was purchased by the Town last year. The decision was tabled until next Selectmen's Meeting.

Status of Fayville Hall

Pam LeFrancois, Laurie Sugarman-Whittier, Wayne Thies, Basilio Diaz and Janice Conlin looked at a space at 259 Turnpike Road for temporary leasing. The group felt that it was unsuitable for two reasons, (1) Too dangerous a location for the seniors, and (2) located on the second floor, which would be a hardship for the seniors.

A second location was on Cordaville Road, near the Transfer Station. It was located on the first floor, and was comprised of 3800 square feet. The Landlord is willing to lease it to the Town for 18 months at \$18/foot, and will waive the heating charge. He will also give two, two month extensions, should we need them. The property could be available for June 1st. Also the Board would close Fayville Village Hall to all users giving them two month notice that the building will be closed on June 10th.

The Board will send a letter to the Board of Health, requesting their presence at the Town Meeting to assure residents that they have agreed to a septic system for a new structure, of reasonable size. The Architect met with the Board of Health with a septic system design, which met with the approval of the Board of Health. The D.E.P. has to give its final approval, but it won't do that until it has the Board of Health's approval.

Registrar of Voters

The Board unanimously approved the appointment of Philip C. Beals, 2 Chestnut Hill Road, as Registrar of Voters, for a term to expire April 1, 2005.

Cable Committee

The Board unanimously approved the appointment of Walter Foster, 162 Marlboro Road to the Cable Committee for a term to expire June 30, 2002.

Request from the Planning Board to accept gifts

The Board unanimously approved the request from the Planning Board to accept gift of \$6,000 from Grasslands II to be divided equally between the Council on Aging and the Historical Museum. Also a gift of \$500 from Admiral Glen.

MBTA Station

The Board would like to definitely schedule at least one meeting in the near future with the residents, especially the abutters of the station to discuss the parking situation, public safety issues, etc. The Board wants to have the meeting on April 23, 2002, and have the Police Chief, Fire Chief and the Superintendent of the DPW at the meeting. The Board would also like a meeting with the MBTA engineer at the earliest possible date after April 23, 2002, in reference to the construction issues and the mitigation, will everything be completed by the June date, as promised at the meeting in Westborough.

WARRANT

235	\$214,193.46	4/5/02	TOWN PAYABLES
236	\$2,513.32	4/5/02	VERIZON
237	\$41,067.44	4/5/02	SCHOOL BLDG.
238	\$19.62	4/5/02	SCHOOL CAFETERIA
239	\$7,101.43	4/5/02	SCHOOL CAFETERIA
240	\$99,628.72	4/5/02	SCHOOL PAYABLES
241	\$27,137.14	4/3/02	DEDUCTION REPORT
242	\$87,621.47	4/3/02	TOWN PAYROLL
TOTAL	\$478,922.60		

At 9:07 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Christensen	Aye
Coombs	Aye

Respectively submitted by

Carolyn Ostresh
Carolyn Ostresh, Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
APRIL 8, 2002
6:30 p.m.
Trottier Middle School**

Present: David Coombs (Chairman), David Parry, Bill Christensen, Janice Conlin.

Assabet Valley Consortium: The Board discussed participating in this collaborative fuel bid or procuring this service on their own. Mr. Coombs inquired about the service calls and maintenance of other collaborative participants. The Board tabled this item until April 9, 2002.

Police Appointment: There was a motion to appoint Walter B. Langille as part-time dispatcher and reserve officer. The motion was passed unanimously. The Board wished to inform Chief Colleary that future appointments by this Board should be facilitated by the new central dispatching team (police and fire chiefs & the town administrator).

Accept Donation: The Board voted unanimously to accept a donation in the amount of \$6,000 from Southborough Little League; this money will be allocated to the Recreation Facilities Improvement Fund.

GIS: The Board signed and executed the contract for GIS services previously awarded to Kucera International.

Respectfully submitted,



Vanessa D. Hale
Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, April 23, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: William J. Christensen, Acting Chairman, Selectman David W. Parry, Janice Conlin, Town Administrator. Absent: David Coombs

SCHEDULED APPOINTMENTS

MBTA Issues

The Board stated to the audience in attendance, the MBTA Station issues to be discussed at this meeting are "Closure of south end of Cordaville Road, Parking, and the Triangle". There will be a future meeting with a representative of the MBTA to discuss all other relevant issues.

Superintendent of Public Works, John Boland and Town Planner, Wayne Thies made an on site walk with a staff member of the MBTA, pointing the issues and concerns of the Town. After the meeting, the representative was supposed to type up a report of the meeting and give it to Frank Astone of the MBTA. Selectman Christensen is impressed with the quality of the work currently being done. Mr. Boland and Mr. Thies have suggested to these crews that some of the work they are doing should be held off until later, as there are still outstanding issues that have not been resolved and the work they are now doing may have to be torn up.

Triangle Issue

Kim Costello, Chairman of the MBTA Triangle Working Group, gave the Board an update of the triangle at Cordaville Road and Southville Road. Two students from the Conway School of Design are working on a design for the Triangle to be completed by June 30th. The final plan and design will be presented to the Board at a future Selectmen's Meeting. Should the Selectmen approve the plan, the plan will be presented at next year's Town Meeting to request the funding for it. Currently, the Triangle is in disarray, but the MBTA is required to return the Triangle to the grade it was prior to the train station project.

Closing of south end Cordaville Road

A few months ago, the Board sent a survey to the abutters with three options. The results of the returned surveys were as follows:

Leave south end of Cordaville Road open – 13

Leave south end of Cordaville Road open, but make it a one way – 1

Close the south end of Cordaville Road – 8

Next the Board asked the Town Officials present their recommendations.

Sergeant Frank Cain stated that the Police Chief recommends closing the road. The chief feels if the street is left open, the drivers waiting for passengers will park their cars on both ends of the street. Fire Chief John Mauro is opposed to closing the south end of the road. It would virtually make it impossible for rescue vehicles to get onto Cottage Street, if they have to use Parker Street. At best of times, Parker Street is only nine feet wide, in the winter, after a snowstorm, the

street is even narrower. Sergeant Cain stated the Police Chief has no problem closing the road, only allowing emergency vehicles to use it. John Boland, Superintendent of Department of Public Works, stated normally as a rule, the Public Works Dept. is opposed to closing any road, and in particular, he is opposed to closing this road.

The Board wanted to know if road closed except to emergency vehicles, how would Department of Public Works handle snow removal? Mr. Boland stated it would be more difficult and would take more time to do.

It was suggested that the best solution if road is kept open, would be to make the street a "No Standing Zone", which differs from a "No Parking Zone."

Selectman Parry recommended leaving the street open, with the "No Standing Zone" signs, and the understanding that the Board will schedule another meeting after the station has been open for thirty days, to go over other options should there be a need.

Kim Costello, 275 Cordaville Road, feels the south end of Cordaville Road should be closed as the neighborhood streets are narrow, and in her opinion Cottage Street will be the most affected by the opening of the station. She stated in an idealistic world, the "No Standing Zone" signs would be sufficient, but realistically will not stop the cars from continuously looping around the neighborhood.

Anne Nix, 271 Cordaville Road, does not want the road closed because her driveway is on Parker Road, and currently it is very difficult to get out, if the street is closed, it would be virtually impossible for her to get out.

The Board will schedule a meeting for the first selectman's meeting after the station has been open for a month.

Signage

Mr. Boland has created an arc with a two thousand foot radius from the station. There will be no parking anywhere inside the perimeter of this arc. The Board wanted to know if these signs could be changed to specific times for no parking. Mr. Boland stated that a plaque with the specific hours underneath the no parking is acceptable. Board wanted to know if there would be a problem getting "No Standing Zone" signs for the area closer to the station, and were told that would be no problem.

The Board asked Sergeant Cain what enforcement of the signs would be. Sergeant Cain stated there would be a \$15 Fine; \$80 Towing charge and a \$20/day storage fee. The police will need to ticket and tow the cars, otherwise the \$15 fine would not be enough of a deterrent to prevent cars being parked along the roadways. The Board questioned whether the ban would be a 24 hour ban or limited times, was told could be either one. Chief Colleary is in the process of creating passes for the residents and their guests. If a resident abuses the passes, the resident's passes will be revoked.

Mr. Boland said the Town is planning on putting the signs up this spring; before the station is opened.

Leslie Kendall wanted to know when the issues of the sidewalks will be brought up again? The MBTA promised that all mitigation will be completed before the station opens. As soon as the Board has a date set up with the MBTA, they will notify the abutters and any residents who have signed the attendance sheet for tonight's meeting.

OTHER BUSINESS TRANSACTED

Request to authorize funds from Recreation Facilities Improvement Fund

Joseph Kacevich met with the Board to personally discuss his written request for the authorization of the disbursement of funds from the Recreation Facilities Improvement Fund to be used for the following:

- (1) \$3,000 to the Children's Playgrounds by Goric for the Tot Lot behind the Town House. The total cost of the project is \$17,500, but thanks to the fund raising efforts of the Kindergroup, the balance needed is \$3,000.
- (2) \$500 for leasing of a bulldozer for use at Acre Bridge Road field.
- (3) 43,500 for laser grading for Acre Bridge Road field.

He also gave a progress report on the Acre Bridge Road Field. The final site work prior to the installation of the artificial turf will be completed next week.

Selectman Christensen mentioned it was the Board's understanding that there is going to be a dedication at the opening of the field to the victims of 9/11. Mr. Kacevich confirmed this.

The Board unanimously approved (2-0), the disbursement of funds from the Recreation Facilities Improvement Fund to be used as requested in the letter.

Request for money to install wiring at the Town Common

Basilio Diaz, Facilities Manager, introduced David Hagedorn to the Board. Mr. Hagedorn is putting up lights at the flagpole on the Town Common as his Eagle Scout project. Mr. Diaz stated the wiring inspector informed him that the Town would have to replace the electrical power panel. It will cost about \$1,000 to replace the wiring. The Board wanted to know if there are sufficient funds in the Building maintenance budget to replace the wiring, and Mr. Diaz confirmed there is. The board unanimously approved the expenditure of \$1,000 for the replacement of the wiring of the electrical power panel.

Approve Minutes of March 7, March 26, April 2, and April 8, 2002

The Board unanimously approved the Minutes of the Selectmen's meeting of March 7, 2002; March 26, 2002; April 2, 2002; and April 8, 2002.

Request for Scholarship

The Board received a request from the Trottier Middle School for a scholarship aid in the amount of \$4,110 for the middle school field trip to Washington, D.C. Town Administrator, Janice Conlin stated there are sufficient funds, and the money would come from the interest. The Board has requested an update of the status of all of the funds, and the requirements for the disbursement of these funds. The Board unanimously approved the Scholarship Aid for \$4,110 for the middle school field trip to Washington, D.C.

Nomination for MPO election

Town Planner, Wayne Thies has recommended that the Board nominate the City of Newton, which is in Middlesex county, and the Town of Hopkinton to represent our town, in the Metropolitan Planning Organization, as both would have similar concerns as our town.

The Board unanimously approved the nomination, and signed the nomination forms.

Accept \$2,000 payment in lieu of taxes from Fay School

The Board unanimously approved the donation of \$2,000, in lieu of taxes, from Fay School.

Request to close Constitution Drive

The Board received a letter from Liberty Estates to close Constitution Drive on June 22, 2002 for a block party. Fire Chief, John Mauro has already given his approval, and the Board wants to confirm for our records, that Chief William Colleary has also given his approval. The board unanimously approved the request to close Constitution Drive on June 22, 2002 for a block party.

Accept resignation of Joseph B. Kacevich, Jr. from the K-8 School Building Committee

The Board unanimously approved the resignation of Joseph B. Kacevich, Jr. from the K-8 School Building Committee.

Letter from Edward Estella

The Board received a letter from Mr. Estella. The Board agreed to send a letter of acknowledgement to Mr. Estella.

Memo from Board of Health on Facility Needs Assessment

The Board received a memo from the Board of Health on facility needs assessment. Selectman Christensen suggested the Board of Selectmen should consider setting up a standard Building Committee, to oversee the assessment of all facilities projects, instead of individual committees for each project. This committee should consist of individuals with special expertise (Architects; Engineers, Contractors, Financial Planners, etc). He suggested the Town should research this option with other Towns who have set up this type of committee.

The Board suggested scheduling a meeting after the Town Election, with the Board of Health, the Advisory Committee and the Town Planner, and Facilities Manager to discuss this option.

SEA Letter

SEA sent a letter, stating that the contractor went back to the field and has adjusted the slope. The contractor stated the field now meets the requirements, and the contractor is ready to slice seed the field, and will maintain it for two growing seasons. The Board wanted to know who went on the site walk: David Davidson, Dan DeLuise, Town Administrator Janice Conlin, a representative from SEA. Joseph Kacevich feels the field does not conform with the requirements. SEA will make a recommendation, if it states that the field meets with the requirements, and it doesn't, then SEA is liable.

WARRANTS

243	\$97,632.74	04/12/02	TOWN PAYABLES
244	\$2,800.00	04/12/02	FINN SCHOOL BLDG. PROJECT, PHII
245	\$91,057.99	04/10/02	DEDUCTION REPORT
246	\$82,624.17	04/10/02	TOWN PAYROLL
247	\$303,139.42	04/12/02	SCHOOL PAYROLL
248	\$111,637.50	04/19/02	TOWN PAYABLES
249	\$2,790.48	04/19/02	VERIZON
250	\$703.83	04/19/02	SCHOOL FY01 ENCUMB. PAYABLES
251	\$148,623.11	04/19/02	SCHOOL PAYABLES
252	\$34,359.68	04/17/02	DEDUCTION REPORT
253	\$111,198.14	04/17/02	TOWN PAYROLL
254	\$5,055.90	04/26/02	SCHOOL BUILDING PROJECTS
255	\$37,944.61	04/26/02	TOWN PAYABLES
256	\$182,254.30	04/24/02	DEDUCTION REPORT
257	\$5,286.66	04/24/02	MONTHLY TOWN PAYROLL
258	\$94,082.92	04/24/02	TOWN PAYROLL
259	\$303,279.76	04/26/02	SCHOOL PAYROLL
260	\$150.00	04/26/02	TOWN PAYABLE – DPW
TOTAL	\$1,614,621.21		

At 9:40 PM, there was a motion to adjourn. The motion was unanimously approved.

Respectively submitted by

Carolyn Ostresh

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, April 30, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman David A. Coombs, Selectman David W. Parry, Selectman William J. Christensen, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Dedication of Acre Bridge Road Project

Joseph Kacevich originally planned on formally announcing the dedication of the field on Acre Bridge Road as the 9/11 Memorial Field, but the MDC informed him that they wanted the Southborough Board of Selectmen to first approve the name of the field before they would give their approval. Mr. Kacevich hopes to dedicate the field this summer during the Town Birthday Celebrations. The Board unanimously approved naming the field on Acre Bridge Road, "9/11 Memorial Field".

Financial Management Report with Town Accountant, Town Treasurer/Collector, and Principal Assessor

The Board received a financial report from Bill Fraher, C.P.A., who did a 2001 year end financial audit. The Board reviewed the report with the Department Heads present, discussing some of the line items in depth:

1. Year End Close

The report stated Town needed to improve the timeliness of its cash reconciliation. Daniel Keyes, Town Treasurer reminded the Board that this report is for Fiscal Year 2001 not 2002, and that the reconciliation of the accounts is current for this year.

2. General Ledger Chart of Accounts

The report states chart of accounts is not designed in the most efficient manner. Dorothy Phaneuf, Town Account stated the major problem is with the rigid computer software. Selectman David Coombs asked if Mrs. Phaneuf had enough staff? Mrs. Phaneuf' response was no, she would love a part-time person. The volume of work has increased enormously with the new programs and new schools. She stated her department is "volume based and date driven".

3. Town Cash Systems

The report stated the Town should examine its process for recording and reconciling cash. Mr. Keyes stated that some of the changes they recommended are already being implemented.

4. Bank Account Service Charges

The report states the Town should examine its arrangements with the banks it currently is using to realize the lowest possible fees and service charges should not be netted against investment income. Mr. Keyes is sweeping all accounts and putting them into money markets, but any money in CD's can't be touched.

6. Old Personal Property Taxes Receivable

The report suggested the Town should continue their efforts and work to abate old uncollectible taxes to a more current period. Mr. Keyes stated that has been done.

11. Police and School Detail Accounts

The report states that it appears the Police Detail Account was significantly overdrawn. Though the Town submitted bills to the state in a timely fashion, the state did not remit the money, and then informed the Town that any accounts that were not paid at the end of the fiscal year could not be paid.

17. Purchasing System

The report states that currently most Town purchasing is done on a decentralized basis by each department. Basilio Diaz, Facilities Manager, suggested the schools and other town departments standardize their suppliers for materials and equipment, which should hopefully enable the Town to get a better price.

The Board asked the Department Heads for their opinion of the Company that did this audit and report. Dorothy Phaneuf stated they are very fair, and always available at the other end of the phone if you need them. Paul Cibelli, Town Assessor, would like them to meet with the Department Heads while doing the audit.

The Board wanted to know “what is a school detail account” and who pays for it? It is for the School Custodians, and the custodians are paid by the groups using the schools, and these groups usually pay up front

Selectman Coombs wanted to know what it costs the Town to process the K-8 payroll and payables. Since we print the checks at the Town House, Selectman Coombs would like to see the school budgets absorb some of the cost for the processing.

Trust Fund Update (Daniel Keyes)

In reference to the trusts left to the Town in wills, Mr. Keyes suggested to the Board that the Town Counsel should review them, as many of them are old and the wording is very ambiguous. The Board wanted to know what the cash value of these fund is. Mr. Keyes stated they total \$1,885,453. The Board would like to have a Committee review the fund portfolios as some of the funds aren’t paying the dividends they used to. The Board would like to see a breakdown of the funds – what is the principle, what is the interest, and what is the current value. Example – The Ruby Bacon fund, principle was \$10,000, and the current value of the fund is \$73,000. The Harrington Fund’s principle was \$5,000, that money was reinvested and the fund is currently worth \$37,000. Board suggested combining some of the smaller funds and reinvesting them.

OTHER BUSINESS TRANSACTED

Approve Minutes of April 23, 3003

The Board unanimously approved the April 23, 2002 Minutes of the Selectmen’s Meeting.

Award contract for Stormwater Management

The Stormwater Phase II Committee received seven proposals. All met with the minimal requirements and they were all comparable. Their fees varied from \$46,050 to \$215,000. The Committee unanimously voted to award the contract to Fuss and O’Neill, who have the lowest

proposal. The Board unanimously approved the awarding of the Stormwater Management Contract to Fuss and O'Neill.

Accept \$1,500 donation (PILOT) from the Fay School

The Board unanimously approved the acceptance of the \$1,500 donation (PILOT) from the Fay School to be allocated to the Fire Department.

Request to increase ambulance billing rates

Fire Chief John Mauro met with the Board to request an increase of the ambulance billing rates. The rates are currently 10% above what Medicare pays. The Chief requested an increase from 10% to 30% above what Medicare pays. Selectman Christensen feels that the ambulance service is a necessary service to the townspeople and the Town is not in the business of making a profit from the service. The Board would like to see the actual numbers for operating the service before it makes a decision. The Board tabled the request.

Approval of Keno license for Rose Garden

The Massachusetts State Lottery Commission has received a request from the Rose Garden for a Keno license. The Board unanimously approved the request of Rose Garden to have a Keno License.

Sign easement for septic system on St. Mark's property

The Board asked if the Counsels for both sides had reviewed the 50 year easement for the Septic System on St. Mark's property, and were informed that both Counsels reviewed it. The Board signed the easement.

Approve hourly rate for Shirley Bator, Treasurer-Collector's Office

Shirley Bator has been helping out the Treasurer/Collector's Office, while Faith Mulligan is on medical leave. As a state retiree she cannot be paid as a contracted service and she can only work 960 hours a year, or it will affect her benefits. Therefore, Daniel Keyes, Town Treasurer, would like to hire her part time for the temporary position of Administrative Secretary to the Treasurer/Collector at an hourly rate of \$16.95/hour. The Board unanimously approved the temporary appointment of Shirley Bator, as Administrative Secretary to the Treasurer/Collector at an hourly rate of \$16.95/hour, effective May 1, 2002.

Appoint Robert J. Hill and William S. Farnsworth as Alternate Building Inspectors

The Board unanimously approved the appointments of Robert J. Hill, Ashland Building Inspector and William S. Farnsworth, Northborough Building Inspector, as Alternate Building Inspectors, their terms expiring June 30, 2002.

Review/Comment on intersection improvements at Cordaville & Richards Road

The Board reviewed the plans for the improvement of the intersection at Cordaville & Richards Road. The Board's major concerns were with the location of the crosswalks and the feasibility of having a sidewalk installed.

Memo from Barry Brenner Re: Regional operational costs for municipal services

The Board received a memo from Northborough Town Administrator Barry Brenner, regarding the regional operational costs for municipal services. He would like to set up a meeting with Southborough Town Administrator Janice Conlin, Superintendent of Schools Robert Melican, and both Boards of Selectmen. The Board agreed with Janice Conlin that the Town Administrator could handle this issue.

Update on Pine Hill Truck Exclusion Issue

The Police Department did a traffic study, and determined the amount of truck traffic does not warrant a truck exclusion. Also taken into consideration is the fact that there are no alternate routes available. There is new signage and the Chief can request the State Truck Unit to periodically patrol the street.

RFP from Mass Turnpike for Park & Ride Facilities

The Board received a RFP from the Mass Turnpike on Friday, April 26, 2002, but cannot respond to it, as they need a response by May 6, 2002.

Arts Center Septic System Inspection

The Board of Health has sent a letter to the Town requesting a cesspool inspection at the Arts Center. Janice Conlin faxed a copy to Paul Brefka. The Board stated that payment for this inspection should come out of the Arts Center Article.

WARRANTS

261	\$ 1,288.04	05/03/02	SCHOOL BUILDING PROJECT
262	374,053.02	05/03/02	TOWN PAYABLES
263	91,283.91	05/01/02	TOWN PAYROLL
264	28,816.94	05/01/02	DEDUCTION REPORT
TOTAL	\$495,441.91		

At 9:13 P.M., there was a move to enter Executive Session, not to return to open session. The motion was seconded and so voted.

Roll Call

Parry Aye
Christensen Aye
Coombs Aye

Respectfully submitted,



Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, May 14, 2002**

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Reorganization of the Board of Selectmen

Selectman Christensen and Selectman Parry welcomed new Selectman Bonnie Phaneuf to the Board. The Board appointed William Christensen as chairman of the Board.

At 7:38 P.M., there was a move to enter Executive Session, before returning to open session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Phaneuf	Aye
Christensen	Aye

8:12 P.M. The Board resumed the open session.

Conway School of Design

Kim Costello, Chairman of the MBTA Triangle Committee, introduced Sonja Kenny and Michael Cavanaugh, students at the Conway School of Design to the Board and the residents in attendance. The students gave a presentation of the preliminary design they created of the MBTA Triangle. Before they showed their preliminary design, they gave a five part analysis which consisted of:

- (1) A brief history of Cordaville.
- (2) The different types of zoning areas comprising Cordaville (Industrial; Residential; Business).
- (3) Pedestrian and Vehicular traffic in the area of the triangle.
- (4) Soils and Drainage Patterns. Existing Vegetation and Views. Currently, due to the construction, the triangle is bare. The triangle offers excellent views because of its openness.

The students presented their preliminary design, which maximizes every available space in the triangle. They stated that putting vegetation in the triangle would create a buffer to the traffic, as would a stone wall, which would also keep to the New England motif. The vegetation would also create some privacy, and an ecologically healthy system. The design is created with the south end of the triangle closed to vehicular traffic. At the end of the presentation, the students fielded questions and suggestions.

The Board informed the students that at this time the south end of the triangle will remain open, and asked the students if they could create two final designs, one with the south end open and one with it closed. The students agreed to do that.

Fire Chief Mauro again stressed the importance of not closing the south end of the triangle as that would leave only one access route for public safety vehicles.

The students stated that berms could be placed across the south end of the roadway, this would give the appearance of roadway being closed, but leave the road open to the emergency equipment.

Selectman Phaneuf stated her concerns with the triangle area being called a park, as it could give the wrong impression of its purpose. She would prefer to have it called a common. The general consensus of those in attendance agreed with Selectman Phaneuf.

Citizens also wanted to know if the common will have lighting? Chairman Christensen suggested ground lighting, which would be at pedestrian scale, not regular street light scale.

The Board suggested doing a traffic count prior to and after the schools close for the summer, to have a base line for a comparison after the station opens.

The final designs will be submitted by the end of June. The Board thanked the students for the wonderful job they did on the preliminary design.

OTHER BUSINESS TRANSACTED

Approve Minutes of April 30, 2002

The Board unanimously approved the Minutes of the April 30, 2002 Selectmen's meeting.

Approve Executive Session Minutes of April 30, 2002

The Board approved 2-0, the April 30, 2002 Executive Session Minutes (not to be released). Selectman Bonnie Phaneuf abstained from the vote.

Accept donations from Charter Communications

The Board unanimously approved the acceptance of the donations from Charter Communications in the amounts of \$25,000 and \$100,000.

Accept payment in lieu of taxes from the New England Center for Children

The Board unanimously approved the acceptance of payment in lieu of taxes from the New England Center for Children in the amount of \$30,584.18.

Accept donations from St. Marks School

The board unanimously approved the acceptance of donations in the amount of \$15,000 in Lieu of Taxes and \$5,000 for the Acre Bridge Road Field project from St. Marks School.

Accept donation from the Fay School to be allocated to the Police Department

The Board unanimously approved the acceptance of a donation from the Fay School in the amount of \$1,500 to be allocated to the Police Department.

Appoint Frances Lundblad to the Southborough Scholarship Committee

The Board unanimously approved the appointment of Frances Lundblad, 85 Main Street, to the Southborough Scholarship Committee, for a term to expire May 14, 2004.

Appoint Debra DuFault McIntire to the Southborough Cultural Arts Council

The Board unanimously approved the appointment of Debra DuFault McIntire, 98 Newton, to the Southborough Cultural Arts Council, for a term to expire May 14, 2004.

Request to sign amendment to contract for Ron Gagnon, Clerk of the Works

The Board tabled the request to sign amendment to contract for Ron Gagnon, Clerk of the Works.

Request to appoint Steven Stodulski as a Reserve Police Officer

The Board unanimously approved the appointment of Steven Stodulski, at Grade 9, Step 1, and contingent to Mr. Stodulski passing his physical.

Set Selectmen's Meeting Schedule through Summer

There will be no Board of Selectmen's Meetings during the month of August. The Board will meet on June 11, 2002.

Letter from Aldo Cipriano

The Board received a letter from Aldo Cipriano, 15 Pearl Street, in reference to the MBTA parking plans. He has observed an unusual increase in traffic on his street, which he attributes to drivers recognizing the area for parking when the MBTA Station opens. Therefore, he would like to have Pearl Street added to the designated areas of no parking/no standing zones or put up "Not a Thru-Way" signage on Pearl Street. The Board would like Mr. Cipriano to show the letter to his neighbors, and if they are in agreement, to add their signatures to the letter, and return the letter with the additional signatures to the Board for consideration.

Memorial Day Observance

Steve Whynot sent a letter to the Board requesting their presence at the Memorial Day Observance on Monday, May 27, 2002. The Parade will begin at 9:00 AM. Chairman Christensen will represent the Board of Selectmen in the parade.

Eagle Scout Ceremony for Robert Titus, Jr.

Chairman Christensen, representing the Board of Selectmen, will attend the Eagle Scout Ceremony for Robert Titus, Jr. on Saturday, June 8, 2002 at 7 PM.

Watkins Property Plaque

The Board unanimously approved the proposal to order and place a "Watkins Woods" Bronze Plaque on the Watkins Property.

Edward Estella – RE: Wetlands

Mr. Estella again brought to the attention of the Board, his concerns that the wetlands and stream on his property and the neighboring property (shrubs & trees) are being illegally filled in. He feels the decision against his claim would be setting a bad precedent for future. Also, he would

like to be appointed to the Conservation Commission if there is a future opening The Board thanked him for presenting his concerns.

Board of Health Memo

The Board briefly discussed the Board of Health's memo to the Town, in reference to the Septic System at the Fayville Hall. They also discussed the necessity of having a meeting with the Board of Health, Capital Budget Committee, Advisory Committee, and Facilities Manager, Basilio Diaz, and the feasibility at this time of setting up an ad hoc committee to oversee future capital budget projects.

WARRANTS

265	\$59,859.02	05/10/02	TOWN PAYABLES
266	\$3,201.55	05/10/02	SCHOOL BLDG. PROJECT
267	\$94,665.48	05/08/02	DEDUCTION REPORT
268	\$96,976.99	05/08/02	TOWN PAYROLL
269	\$298,118.92	05/10/02	SCHOOL PAYROLL
270	\$700.00	05/08/02	TOWN PAYABLE-EMERGENCY REPAIR
TOTAL	\$553,521.96		

WARRANTS

271	\$2,836.31	05/17/02	VERIZON
272	\$1,346.08	05/17/02	SCHOOL BUILDING PROJECT
273	\$21,915.00	05/17/02	CHAPTER 90
274	\$88,516.68	05/17/02	TOWN PAYABLES
275	\$9,149.37	05/17/02	SCHOOL CAFETERIA
276	\$2,636.00	05/17/02	SCHOOL PAYABLES ENC. FY01
277	\$28,522.97	05/15/02	DEDUCTION REPORT
278	\$92,495.12	05/15/02	TOWN PAYROLL
TOTAL	\$247,417.53		

At 10:40 PM, there was a motion to adjourn. The motion was unanimously approved.

Respectively submitted by

Carolyn Ostresh
Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, May 28, 2002

7:30 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Pole Hearing: The Board opened a pole hearing at 7:30 p.m. The petition was submitted by Mass. Electric and requests permission to install underground conduit needed to serve condominiums on Mt. Vickery Road. There was a move to approve the petition, as submitted. The motion was seconded and so voted.

275th Celebration: Members of the 275th Committee came before the Board to discuss their plans. David Falconi and Elizabeth Maciolek briefed the Board of the schedule for July 17-July 21. The Board was informed the fireworks will be paid by Robert DiPietri. The Committee asked that no public meetings be posted during this time and that the parking lot be as vacated as possible. The Board will select a representative to make comments at the opening ceremony. The Board discussed options for parking and shuttles.

Pearl Street

The Board received a letter from Aldo Cipriano, 15 Pearl Street, in reference to the MBTA parking plans. The Board deferred action on implementing traffic and parking regulations on Pearl Street until their June 11, 2002 meeting. At this meeting, the Board will invite residents of Pearl Street to see if all residents are in agreement with Mr. Cipriano's suggestions.

At 8:35 P.M., there was a move to enter Executive Session, before returning to open session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Phaneuf	Aye
Christensen	Aye

9:35 P.M.: The Board resumed the open session.

COMMITTEE APPOINTMENTS

There was a move to appoint Jonathan Sanson, 47 Deerfoot Rd., to the Southborough Cultural Arts Council, for a term to expire on April 25, 2004. The motion was seconded and voted unanimously.

There was a move to appoint Kathleen E. Hendrick, 7 Whistler Lane, to the Southborough Cultural Arts Council, for a term to expire April 25, 2004. The motion was seconded and voted unanimously.

OTHER BUSINESS TRANSACTED

Approve Minutes of May 14, 2002

The Board unanimously approved the Minutes of the May 14, 2002 Selectmen's meeting.

Approve Executive Session Minutes

The Board approved the May 14, 2002 Executive Session Minutes (not to be released).

IOD

There was a move to place Firefighter Kenneth Strong on Injured on Duty status, effective April 30, 2002. The motion was seconded and voted unanimously. Chief Mauro explained the injury and clarified that this employee will complete the second half of the Academy at a later date.

Dog Warrant

The Board of Selectmen signed the annual Dog Warrant, which allows Bill Proctor (Animal Inspector) to pick up dogs in Southborough.

Transfer Station Regulations

The Board reviewed the rules and regulations for the transfer station. There was a move to approve the regulations as submitted. The motion was seconded and so voted.

Lease of office space

The Board discussed the lease for 153 Cordaville Road, which will house the Youth Commission and Council on Aging staff. Mrs. Conlin said revisions were being made to the lease. It was confirmed that the lease amount would fall within the amount approved at the 2002 Annual Town Meeting. There was a move to delegate authority to Mrs. Conlin to sign this lease. The motion was seconded and so voted.

Chapter 90

The Board signed Chapter 90 aid forms.

Recycling Grant

The Board signed a recycling grant.

Request to sign contract amendment

There was a move to sign the contract amendment for Ron Gagnon, Clerk of the Works, as submitted. The motion was seconded and so voted.

Selectmen's Meeting Schedule

The Board of Selectmen will meet on July 9, 2002 and July 23, 2002.

Edward Estella – RE: Wetlands

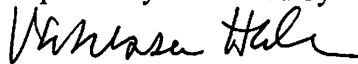
Mr. Estella again brought to the attention of the Board his concerns that the wetlands and stream on his property and the neighboring property (Shrubs & Trees) are being illegally filled in. Mr. Estella made points to the Board which he believes proved that they need to oversee actions of the Conservation Commission on this particular matter. The Board took Mr. Estella's comments under advisement.

WARRANTS

279	\$112,400.47	5/24/02	TOWN PAYABLES
280	\$2,800.00	5/24/02	SCHOOL BLDG PROJECT
281	\$8,816.19	5/24/02	SCHOOL CAFETERIA
282	\$6,221.57	5/24/02	CH 90
283	\$96,917.57	5/22/02	DEDUCTION REPORT
284	\$101,063.42	5/22/02	TOWN PAYROLL
285	\$307,875.85	5/24/02	SCHOOL PAYROLL
286	\$143,115.34	5/31/02	SCHOOL PAYABLES
287	\$47,790.04	5/31/02	SCHOOL PAYABLES
288	\$85,391.85	5/31/02	SCHOOL PAYABLES
289	\$795,093.91	5/31/02	TOWN PAYABLES
290	\$8,311.68	5/31/02	FINN SCHOOL, PHASE II
291	\$133,254.85	5/29/02	DEDUCTION REPORT
292	\$5,461.66	5/29/02	MONTHLY TOWN PAYROLL
293	\$131,077.84	5/29/02	TOWN PAYROLL

At 10:40 PM, there was a motion to adjourn. The motion was unanimously approved.

Respectively submitted by



Vanessa Hale

Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, June 11, 2002**

8:10 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Request to spend funds from Town Building and Grounds Budget for Acre Bridge Field
Joseph Kacevich met with the Board to request the spending of \$8,100 from the Town's Buildings and Grounds funds for the materials necessary to complete the Acre Bridge Field. These materials are needed to complete the work on the land around the field. The Board approved 2-1, the spending of \$8100 from Town's Buildings and Grounds funds for the completion of the Acre Bridge Field.

Hearing: Traffic/Parking Regulations on Pearl Street

Some of the residents of Pearl Street neighborhood met with the Board to express their concerns of the future traffic situation on Pearl Street, when the new MBTA Train Station opens. The general consensus of group was to either put a "No Thru Way" sign at the entrance of the street, or put up signage stating "No Parking from Here to End of Way", and make sure that the police patrol the area and respond quickly. The Board recommends amending the regulation to extend the "No Parking Zone" to Highland Street and include all of the side streets. The Board will re-address the issue 30 days after the Ashland train opens to see what changes to the regulations need to be made.

Bridge Street

Some of the residents of Bridge Street were present at the meeting, and expressed their concerns with truck traffic using Bridge Street, even though there is construction going on. One of the suggestions made was limiting the size of the trucks, not only in weight, but in length. Ten ton trucks are already prohibited. The Board suggested that maybe signage can be put up on the Town's major roadways giving advance warning to use Route 495 South.

Another concern of the residents was the cutting down of trees that act as buffers. The Board will send a letter to the Mass Highway Department requesting the state provides a buffer. Selectman Phaneuf suggested the residents set up a meeting with John Boland to come up with some options, and then meet again with the selectmen.

Community Center

A group of concerned residents attended the meeting, having heard that the owner of the 7 Grove Street is considering selling his property, and has approached the Town about purchasing it. The Board stated they could not discuss the particulars of the potential purchase of the property, but they would be glad to discuss general concerns of the building of the Community Center at the Central Street location. The three major concerns of the group were:

- (1) Parking- Now that the playground has been opened across the street from the proposed Community Center, many people already park on the side of the street, while their children play in the park, or many adults come to the park to eat their lunches. If the Community Center goes in across the street, the area will just be too congested.

- (2) Septic System- If a tight tank is approved, how often would it have to be pumped and roughly what would it cost? If the property on 7 Grove Street did perk, would it perk enough for the Community Center? Residents felt the water table would be too high and stated there is a stream that flows from the railroad tracks to the reservoir. The pipes the Railroad Company put in to drain the water has not done the job.
- (3) Street traffic- Many cars use Central Street as a shortcut between Route 9 and Route 30. They speed on the street, and if there was a parking lot across the street from the playground, it would be dangerous because children might run out into traffic. Also, seniors might have trouble pulling out of the parking lot.

The Board stated there may be a Special Town Meeting in October. The Board also recommended that the users of the Community Center should meet and make sure that they agree.

Replace Fire Vehicle

One of the Fire Department vehicles was destroyed when a tree owned by St. Mark's fell on it. The insurance company will pay \$11,300. Chief Mauro would like to purchase a 4 wheel drive vehicle for around \$20,000. Chief Mauro requested permission to use the money from the budget to pay the difference. The Board stated they had problems approving the use of operating funds to purchase a vehicle. They would have no problems approving capital funds being used. Can either the Police Department or the Department of Public Works spare one of their vehicles? Chief Mauro already checked and they could not. The Board recommends Chief Mauro goes before the Advisory Board on June 25, 2002.

OTHER BUSINESS TRANSACTED

Approve Minutes of May 28, 2002

The Board unanimously approved the minutes of the May 28, 2002 selectmen's meeting.

Vote to dissolve the Algonquin Building Study Planning Sub Committee, Civil Defense Department Operational Staff, Fayville Village Hall Committee, Fire Chief Selection Committee, Local Emergency Planning Staff, and Regional School District Agreement Working Group.

The Board tabled the vote to dissolve the above committees.

Vote to create Civil Defense Department Committee

The Board tabled the vote to create a Civil Defense Department Committee.

Annual Committee Appointments

The Board tabled the Annual Committee Appointments to June 18, 2002.

Accept resignation of Faith Mulligan

The Board unanimously accepted the resignation of town employee Faith Mulligan, effective June 30, 2002.

Goals and Objectives FY2003

The Board tabled the discussion on the Goals and Objectives FY2003

Sign agreement for Title V Betterment Program

The Board signed the agreement for Title V Betterment Program.

Accept resignation from Nancy Vargas from the Open Space Preservation Committee

The Board unanimously accepted the resignation from Nancy Vargas from the Open Space Preservation Committee.

Reclassification of Administrative Secretary, Treasurer-Collector's Office

When Faith Mulligan, due to illness, took a medical leave of absence, Shirley Bator temporarily replaced her. Since Ms. Bator has taken over the position, the job duties have considerably changed. The Board unanimously approved the motion to reclassify the position of the Administrative Secretary, in Treasurer-Collector's Office, during the upcoming NAGE negotiations.

Establish position of Operations Officer, with rank of Lieutenant, as requested by Chief of Police

The Chief of Police has requested the establishment of the position of an Operations Officer, with the rank of Lieutenant. The Chief would like the Town Administrator and Labor Counsel to work with him in establishing protocol. Selectman Bonnie Phaneuf needed more information and abstained from voting. The Board approved the establishment of an Operations Officer, with rank of Lieutenant, as requested by Chief Colleary. The Board also approved 2-1 the authorization of Janice Conlin and the Labor Counsel to work with Chief Colleary to establish protocol of position. Selectman Phaneuf had issues in reference to the establishment of this committee, which will be discussed at an Executive Session.

Accept payment in lieu of taxes from Harvard Planning & Real Estate

The Board unanimously approved the acceptance of \$15,000, in lieu of taxes from Harvard Planning & Real Estate.

Merit increase for Debbie Ranger-Huegel, Administrative Secretary

The Board unanimously approved a 5% merit increase for Debbie Ranger-Huegel, Administrative Secretary, effective June 17, 2002. Her new hourly rate will be \$14.70.

Sign contract with Stekalovsky & Hoit for the Trottier Middle School Addition

Chairman Christensen signed the contract with Stekalovsky & Hoit for the Trottier Middle School addition.

Sign Agreement with SEA Consultants for post-closure monitoring services

After a brief discussion, which included the reading of a letter from Paul Pisinski, Health Director, recommending the Town stay with the contractor who designed the Landfill, the Board tabled the signing of the Agreement with SEA Consultants.

Vote to place Firefighter/Paramedic Christian Dano on Injured on Duty Leave

The Board unanimously approved the placing of Firefighter/Paramedic Christian Dano on Injured on Duty Leave, effective June 10, 2002.

WARRANTS

294	\$96,905.24	06/05/02	DEDUCTION REPORT
295	\$98,175.78	06/05/02	TOWN PAYROLL
296	\$305,951.39	06/07/02	SCHOOL PAYROLL
297	\$14,365.43	06/07/02	SCHOOL BLDG. PROJECTS
298	\$224,134.50	06/07/02	TOWN PAYABLES
TOTAL	\$739,532.34		

299	\$7,200.00	06/11/02	LOCAL SCHOLARSHIP
300	\$717,413.32	06/14/02	TOWN PAYABLES
301	\$29,827.77	06/12/02	DEDUCTION REPORT
302	\$99,017.71	06/12/02	TOWN PAYROLL
TOTAL	\$853,458.80		

At 11:20 p.m., there was a motion to adjourn, it was seconded and approved.

Respectfully submitted, Carolyn Ostresh, Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, July 2, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Community Center Presentation from JCA Architects

Paul Brefka gave a brief synopsis of the process his committee used in choosing the Architectural firm of John Catlin & Associates, the firm that designed the Community Center.

John Caitlin stated that the firm had a couple of options to consider when they took on the project;(1) Saving and renovating the Fayville Hall, recognizing it as a landmark of the Town, even though it is currently condemned; (2) Adapt the Hall and its façade, replicating the fabric of the community. First he discussed the size of the center to the population of the Town as it compares to some of the centers he has built for other towns and cities, and stated that the size of the proposed center is in the norm, if not a little larger than town of a comparable size. He brought a model of the proposed Community Center along with some sketches. The building was designed so that if necessary, an addition could be added on in the rear of the building where, the Fayville AA is currently located.

Before opening up the floor for questions from the audience, the Board read letters from Chief Colleary, Chief Mauro, and Town assessor Arthur Holmes. Chief Colleary's letter stated his concerns with building the center on Central Street because of the volume and speed of the traffic on this street. Mr. Catlin stated that the straightness of Central Street, is a plus for the seniors who will be able to see the oncoming traffic at a greater distance. He suggested that the Town could put in a brick surface on the street, which would force the cars to slow down, and put in a neck down in front of the center.

Chief Mauro's concerns were with the parking and adequate fire lanes. After seeing the plans, he wasn't concerned with the fire lanes.

Mr. Holmes' letter also reflected his concerns with the insufficient parking. He felt the plans were great, but not for this location.

Mr. Catlin stated his observation at the other centers was that not all of the rooms were used at the same time, so there usually wasn't a parking problem.

Selectman Phaneuf asked if the departments who will be housed at the community center had a policy for times when they will use the facility for their programs. Pam LeFrancois, Director of the Senior Center stated that the groups involved already coordinated their programs. Ms Phaneuf asked Mr. Catlin if there would be an adequate septic system for an addition and had the state approved the septic system? He responded that the State had given their verbal approval, but the Town had not yet received their written approval.

Selectman Parry also agreed that it is a beautiful building, but if it is to pass at the Special Town Meeting all parties involved have to agree. Mr. Parry wanted to know who owned the property that the Fayville AA is on. In the 1930's, the Town donated the land to the Fayville AA, under the condition if the club should close or vacate the property, the property would revert back to the town.

The Board stated whether or not this site is approved, the Town needs to establish a committee to look at long term needs of the municipality. One of the citizens asked if there were any plans to use the basement. Mr. Catlin said there will not be a basement because of the water table.

Selectman Christensen said he would like to have the exact wording of the agreement with the Fayville AA, as their property would be one of the solutions to the problem.

OTHER BUSINESS TRANSACTED

Permanent Building Committee

The Board briefly discussed the need for a permanent building committee. They decided to research how other town's permanent building committees have been set up. They also decided to ask a member of one of building committees to come to a future meeting, and discuss the pros and cons of such a committee, who should be on the committee, etc.

New Town Planner

Selectman Phaneuf wanted to know if the Planning Board was moving ahead to replace Wayne Thies. Janice Conlin said an ad will be put in the newspapers shortly. The Board agreed that the new planner should not only be involved with submissions, but also with the long term planning needs of the town.

311	70,070.80	6/28/02	TOWN PAYABLES
312	11,243.03	6/25/02	PAYABLE-ESSEX EXCAVATING
313	16,222.93	6/28/02	SCHOOL PAYABLES
314	139,847.20	6/26/02	DEDUCTION REPORT
315	100,859.75	6/26/02	TOWN PAYROLL
316	7,411.66	6/26/02	MO TOWN PAYROLL
317	25.00	6/26/02	TREASURER BOND EXPESE
TOTAL	345,680.37		

At 10:15, there was a motion to adjourn, it was seconded and approved.

Respectfully submitted,

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, July 9, 2002**

6:45 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Acting Chairman David W. Parry, Selectman Bonnie Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Pole Hearing: Mt. Vickery Road – Verizon and Mass Electric

Chris Parella, from Verizon requested to move Pole 29, which is in an odd location, and to add Pole 28 into the middle of the two existing poles. After a brief discussion, the Board unanimously approved (2-0) the request from Verizon and Mass Electric.

Police Officer Interviews

Chief Colleary presented to the Board, the two finalists, from the 27 applicants applying for the position of Patrol Officer. Both candidates are college graduates with excellent references. The first candidate was Peter Breslin, He was on the Dover Police Department for three years, where he was the liaison with the senior citizens, before becoming a New Hampshire State Trooper.

The second candidate was Ryan Newell. Mr. Newell is currently on the Nantucket Island Police Department, where he is a DARE Officer, Rads Kid Instructor, and a Community Officer.

The Board was exceptionally pleased with both candidates, and asked Chief Colleary for his opinion. He stated after the initial interviews with all of the candidates, that Mr. Newell finished first, and Mr. Breslin came in second. After a brief discussion, the Board unanimously approved the motion to hire Mr. Newell, as of July 15, 2002, contingent to his passing a physical and any other requirements.

Charles Gaffney re: Personal Rate increase for Hillary Brigandi

Charles Gaffney, Chairman of the Planning Board, met with the Board to request a temporary personal rate increase for Hillary Brigandi, effective as of July 1, 2002 until the position of Town Planner has been filled. Ms Brigandi has temporarily taken on the responsibility of the Town Planner, since Wayne Thies has left. The Board wanted to know where the money would come from, and were informed that it would come out of the planning board budget. The Board unanimously approved the motion for the temporary increase, under Article 20 NAGE Union contract.

Bridge Street

Residents of Bridge Street met with the Board to discuss their concerns about the truck traffic and cutting down of trees by the Mass Highway Department. In reference to the cutting down of the trees, prior to contacting the Mass Highway Department, Superintendent Boland met with the neighbors to go over so suggestions made by Tree Warden, Brian Mauro. Mr. Mauro suggested

for the Southborough portion of the street, planting four Norway Maples, two on each side, and maybe two to four Balsams. As for the Hopkinton, he recommended they replace the three Crimsams, and shorten the guardrail. The Board wanted to know what the neighbors felt about these suggestions. Barry Thompson, 3 Bridge Street, said that he and the neighbors he had spoken to were pleased to have a plan in process. Lucy Flint-Gohlke, 2 Bridge Street stated her property is under conservation restrictions, and wanted to be assured that the new trees are going to meet with the conservation restrictions, and was assured that they would.

In reference to the truck traffic, the bridge is currently under repair, when completed it will be passable for trucks, but the weight is 25 tons. One of the major concerns of the residents is that trucks too large for the street, try to use it, and then can't turn around or make the 90 degree turns on the street, without going onto the resident's property. The Town in the past has tried to work with Hopkinton to no avail. Since the Town can't stop trucks from using Bridge Street, some suggestions for helping to alleviate the problem were: (1) put up large signs, stating Bridge Street unsuitable for trucks of any size; (2) Put up advance warning signs on Route 85 before Route 9 recommending trucks use Route 495; and (3) putting up signs stating "Low Bridge Ahead". Mr. Thompson asked if not only the weight and height of the trucks, but also the lengths of the trucks be included, as long low truck cannot negotiate the sharp turns and narrow road. The residents would like the lowest weight restriction possible for the bridge. The Board requested that Mr. Boland and Chief Colleary give a follow-up report after the bridge has been fixed., and the street has been reopened to traffic.

Pilgrim Church- water supply for sprinkler system

The construction and addition of classrooms on the second floor of the Pilgrim Church triggered the building code requirement for a sprinkler system, which the church decided should include the whole building. This project is costly and not included in the initial planning. Because the system requires a larger 8" water main, the estimated cost of the project is considerably higher than originally estimated. When putting the system in, it would allow both the Town and the Church to use the new water main. The Town will be able to use it to put in a sprinkler system in the Town House, and the Historical Museum. The Pilgrim Church is asking the Board of Selectmen if the Town would consider paying half of the estimated cost of \$40,000. Both Board members present had no problem with the request, as long as it doesn't violate the rule of mixing church with town. Fire Chief Mauro stated that having a sprinkler system in the Town House would be like having your own fire department on the premises, and the system is a definite asset, especially as there are so many documents stored there. Will check with Town Counsel about the legality issues. If there is not a legal issue, then the Board will recommend that the issue be put on the agenda of the special town meeting.

275th Birthday Celebration

Some members of the 275th Birthday Celebration committee met with the Board to update the Board of the final arrangements for the celebration. The Board was informed that a letter would be going out tomorrow, July 10th to the neighbors outlining the schedule of activities.

Recreation Commission-Acre Bridge Recreation Field Use Policy

John Witherow, of the Recreation Commission, met with the Board of Selectmen to present the Field Usage Policy, which is a Memorandum Agreement with the MDC. Under the agreement, anyone in Massachusetts can use the field, with the Town of Southborough having 75% of the usage time, which includes Algonquin Regional High School, and 25% usage time for all others. The Board of Selectmen suggested that the Commission make a formal request to Kathryn Garcia stating that the Southborough Director of Recreation be the Official Administrator of the contract. In reference to the security of the field, the Commission and Mr. Scanlon, Superintendent of the MDC, feel there should be a chain link fence around the field. Selectman Phaneuf had a concern about the wording of the policy. She stated that it refers to the field as a soccer field, and not a multi-purpose field. Mr. Witherow stated that the field is a multi-purpose field and he will have Mr. Scanlon send the Town a letter of addendum for the use of the field. Motion to approve the policy of scheduling of Acre Bridge Road Field was unanimously approved.

Joseph Kacevich requested that a sum of \$13,990 to pay for the items related to the 9-11 Memorial Field on Acre Bridge Road be drawn from the Recreation Facilities Improvement fund. He stated that currently there is a balance of \$15,256.48 in the fund. He requested the following amounts:

- \$10,000 for the materials for the perimeter fencing of the field, Rosewood Construction will do the installation for free.

- \$2,000 for a 40 foot flagpole, to fly the American flag, this amount includes the installation and a 8' x 10' flag.

- \$1,000 for signage to list the names of all of the state and town organizations, as well as the private donors, who contributed to the project.

- \$990 for the rental of a bulldozer, which was used to spread the top layer of gravel.

Selectman Phaneuf wanted to know what happens if other needs arise, if there is only \$1200 left in the Recreation Facilities fund? Mr. Kacevich stated that the Choate fund has given them \$2500, \$1,250 of it to be used for lining the Lacrosse field.

Provisions have been made to have Chris Leroy sweep the field, and the cost to purchase the equipment is \$2,000, which has been budgeted into the Building & Grounds budget. The Board unanimously approved the authorization to spend 13,990 (NOT TO EXCEED THIS AMOUNT) from the Recreation Facilities Fund.

Proposed Golf Driving Range and Self Storage Sheds, Turnpike Road

Paul Bartolini and Lee Bartolini met with the Board to show them their proposed plan for the property they recently purchased from Denson Satterfield. They are proposing to put in a Golf Driving range at the back of the property and self storage sheds on the front portion near Route 9. Since the property is zoned as residential, they will be meeting with the Zoning Board of Appeals to request a variance.

Some of the concerns of the neighbors at the meeting were:

- (1) Hours that the driving range will be open? Will there be lights? Will there be noise from the range? Lee Bartolini stated that the range would not be open later than 10:00 PM, and that there would be minimal noise, and that would be during the day, when the machines are used

to pick up the balls; There will only be a total of six lights, and they will be low lights like lights in a parking lot and they will be directed towards his property.

- (2) Removal of the trees that have been there for hundreds of years to be replaced by 5 foot pines. Mr. Bartolini stated that it was necessary to remove some of the trees.
- (3) Would there be a need for an emergency exit route? Chief Mauro stated that as long as it is only a Golf Driving Range it is not necessary as long as there is a fire lane.
- (4) The property value. One resident stated that a Golf Course enhances the value of property, but a driving range lowers the property value.
- (5) Will it affect the water tables. Mr. Bartolini stated that it would not affect the water tables, but some of the neighbors disagreed, they stated they were told the same thing by the different boards when Mr. Satterfield put in the air field, but the water tables were affected.

The other opposition to the proposal was the fact that the neighbors stated that one of the reasons they purchased their homes was because the surrounding property was residential. Selectman Phaneuf wanted to know if there would be any facilities for food on the premises, and was told no, only possibly some vending machines for sodas and snacks.

OTHER BUSINESS TRANSACTED

Appoint members to Sign Committee

The Board unanimously approved 2-0 the following appointments of the following members to the Sign Committee for a 1 year term to expire June 30, 2003:

Sarah M. Carter, 11 Carolyn Terrace
James W. Falconi, 34 Oregon Road
John E. Grieco, 13 Stockwell Lane
Peter C. Johnson, 37 Minuteman Road, Acton, MA (ex-officio)
Laurie Levy, 20 Ted Lane
Wayne Long, 9 Graystone Way

Approve/Sign amendment with The Rise Group

The Board unanimously approved and signed a contract for purposes with the Rise Group in the amount of \$ as presented the amendment with the Rise Group.

Sign the 2001-2004 collective bargaining agreement with MCOP, Local 167

The signing of the 2001-2004 collective bargaining agreement with MCOP Police Union, Local 167 was tabled to July 23, 2002 meeting.

Award bid for Pavement Markings Painting to Markings, Inc.

The Board unanimously awarded the bid for Pavement Markings Painting to Markings, Inc., 30 Riverside Drive, Pembroke, MA, in the amount of \$.

Resignations

The Board unanimously accepted with regrets the following resignations:

Marie Zullo Rice from the Recreation Commission..
John Selden from the MBTA Triangle Working Group.

Phoebe V. Krewson from the Southborough Arts Center Building Committee.
 Michael Sheridan from the Municipal Land Committee
 Francis Mahoney from Alcohol and Drug Policy Committee.

Award Fuel Oil Bid

The low bid this year for the Fuel Oil Bid was from Falconi Brothers. Their bid price for the fuel Oil is \$.8199, which is less than last year's price of \$.9675. The Board unanimously approved the awarding of the Fuel Oil Bid from July 1, 2002 through June 30, 2003 through Assabet Valley Collaborative to Falconi Brothers.

Alternate Truck Routes for Pine Hill Road

Police Chief William Colleary and John Boland, Superintendent of the DPW met with the Board to discuss the results of their studies into an alternate truck route for Pine Hill Road. Chief Colleary stated that his department did a 24 hour traffic study, and the percentage of the number of trucks to cars using Pine Hill Road did not fit the criteria set by the State to justify closing Pine Hill Road to truck traffic. Superintendent Boland stated that any alternate routes, go through neighboring towns, and Southborough would have to get their approvals before the Town could approach the State.

The Board asked Mr. Boland to draft a letter to be sent by the Selectmen to the Pine Hill residents letting them know the results of their findings.

WARRANTS (FY 02)

311	\$70,070.80	06/28/02	TOWN PAYABLES
312	\$11,243.03	06/25/02	TOWN PAYABLE (ESSEX EXCAVATING)
313	\$16,222.93	06/28/02	SCHOOL PAYABLES
314	\$139,847.20	06/26/02	DEDUCTION REPORT
315	\$100,859.75	06/26/02	TOWN PAYROLL
316	\$7,411.66	06/26/02	MO. TOWN PAYROLL
317	\$25.00	06/26/02	TREASURER BOND EXPENSE
TOTAL	\$345,680.37		

WARRANTS (FY02)

318	\$545,193.76	06/30/02	TOWN PAYABLES (FIRE VEH. & TREAS.
319	\$177,584.55	06/30/02	TOWN PAYABLES
320	\$99,326.71	06/30/02	TOWN PAYROLL (CK. DATE 7/3/02)
TOTAL	\$822,105.02		

WARRANTS (FY02)

321	\$7,390.48	06/30/02	TOWN PAYABLES
322	\$110,325.48	06/30/02	SCHOOL PAYABLES
323	\$18,185.09	06/30/02	FIRE DEPT. PAYROLL (CK DATE 7/10/02)
	\$33,889.42	06/30/02	TOWN PAYROLL (CK DATE 7/10/02)
TOTAL	\$169,790.47		

WARRANTS (FY03)

1	\$251,346.00	07/02/02	TOWN PAYABLES
2	\$33,247.86	07/05/02	SCHOOL BLDG. PROJECTS
3	\$45,141.01	07/05/02	SCHOOL PAYROLL
4	\$148,439.72	07/05/02	SUMMER SCHOOL PAYROLL
5	\$73,030.63	07/03/02	DEDUCTION REPORT
TOTAL	\$551,205.22		

WARRANTS (FY03)

6	\$190,164.62	07/12/02	TOWN PAYABLES
7	\$28,051.71	07/10/02	DEDUCTION REPORT
8	\$10,996.86	07/10/02	FIRE DEPT. PAYROLL
9	\$39,423.68	07/10/02	TOWN PAYROLL
TOTAL	\$268,636.87		

At 11:15, there was a motion to adjourn, it was seconded and approved.

Respectfully submitted,



Carolyn Ostresh
Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, July 23, 2002

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Michael Grilli, Framingham Building Committee-re: Discussion of permanent Building Committee

Michael Grilli, a member of the Framingham Building Committee met with the Board to discuss the pros and cons of a permanent building committee. In the 1970's the Town of Framingham was dissatisfied with their inconsistent building practices, so they formed a Permanent Building Committee. His committee is comprised of seven members (six permanent members, appointed for 2 years, and one member from the project committee or board). Since the committee was formed the Town of Framingham has completed nine successful major town projects. He is an advocate of a permanent building committee because of the consistency of how bids are gotten, which architects should be used, etc. The committee should be appointed by the Town Moderator and should be set up with staggering appointments. He stated most committee members once they have gained the experience, want to be reappointed.

The Board wanted to know what hadn't worked or what should be changed. Mr. Grilli said one drawback is that on some projects, the Building Committee doesn't have a say on the project until after it has been approved at the Town Meeting. He feels the Building Committee should be involved from the inception of a project, so that they can say whether a project is feasible. But, they should not present the project at the Town Meeting, that should be done by the advocate group.

The Board wanted to know the background make-up of the committee. Mr. Grilli stated currently, the committee was comprised of a Consulting Engineer, a builder, who specializes in homes, two general contractors, a purchasing agent for a large company, and two persons with backgrounds in banking. He recommends that all permanent committee members be Town residents.

The Board wanted to know if committee was involved in long range planning. Response was yes, since 1993, prior to that, the projects were given to them after approval at Town Meeting. The board mentioned that Framingham is considering disbanding the committee, and wanted to now why, if the committee has been such a great success? His response was the Town is going through a change, and wants to try something new.

John Wilson, Town Moderator, mentioned that six or seven years ago, there were discussions about forming a permanent building committee. He feels if there is a committee it should be comprised of people in the trade, and it should be for 3 year terms, not 1 year terms. The Board feels the Moderator should appoint the committee.

Basilio Diaz, Facilities Manager feels the committee should be in on the ground level, so that the committee won't be handed a project that is not feasible. The Board asked Mr. Diaz to compile information from other Towns who already have permanent building committees.

Discussion of Early Retirement Program

The State Legislature has adopted new legislation for an early retirement program for state employees and municipal employees, should their municipalities choose to adopt it. Vanessa Hale, Assistant Town Administrator gave a presentation of the requirements and estimated cost to the Town of the Early Retirement Program. She stated that there were a number of employees who showed an interest in the program. For many towns, this plan will lower their annual budgets, but for Southborough, it would increase the annual budget. After a brief discussion, which included whether the Town could limit the number of qualified employees who could take the early retirement program (then it would go by seniority), and the cost of the program to the Town (minimum of \$25,682/year), the Board voted unanimously not to adopt the Early Retirement Plan.

Personal Rate for Shirley Bator

Daniel Keyes, Town Treasurer met with the Board to request a new temporary classification with a rate increase from \$16.95/hour to \$20/hour for Shirley Bator. As Mrs. Bator is a former Treasurer/Collector for the Town of Dennis, she is a great asset to Mr. Keyes by helping him educate his department and knowing who to contact or how to handle any problems that may arise. The Board again stated that they do not like to give out personal rate increases. They would prefer a new job description that would merit a pay increase. Mr. Keyes agreed to look at other Towns and their department structures. The other concern of the Board is whether NAGE will agree to the pay scale for the new job description. The Board unanimously approved the temporary position of Chief Administrator for Shirley Bator, with a rate of \$20/hour, effective July, contingent upon the Union's agreement.

Reconsideration of vote to transfer funds for Acre Bridge Field from Recreation Improvement Fund; Marty Healy RE: Invitations to Dedication of Acre Bridge Road

Joseph Kacevich met with the Board to request the transfer of a sum of money, not to exceed \$2,000 from the Recreation Improvement Fund for Acre Bridge Field, for the purchase of equipment, necessary to sweep the field. Artificial Turf fields need to be swept weekly. Mr. Kacevich stated that the equipment will be stored either at Trottier Middle School or at the Cemetery, and Chris Leroy would do the sweeping, and that the equipment would be transported back and forth on the trailer given to the town by Mr. Depietri. The Board suggested for future putting up a permanent shed on the site would be the way to go.

Marty Healy met with the Board to discuss a date for the dedication of the field and who should receive invites. It was agreed upon that September 8th would not be a good date as it is too close to the first anniversary of the 9/11 tragedy. It was decided that the date should be in the fall to make sure that the field was completed. Senator Kennedy and Congressman Meehan have asked what they can do to help with the dedication. Since Mr. Healy has frequently deals with both their offices, he has agreed to be the liaison between their offices and the Town. Invitations should go to all of the families of Massachusetts victims of 9/11. Senator Kennedy and Congressman Meehan's offices will send out the invites. It was also suggested that the Fire and Police Departments might want to lay a wreath, and the State Police might want to send a Color Guard. It should be a simple and modest ceremony. Maybe have a rose or other flower for any families who attend. Chairman Christensen suggested that we should try and get a Rabbi, a Muslim Cleric, a Priest and a Minister for the ceremony. Also, when a definite date has been decided, hopefully some of our Congressional Members will be able to attend.

The Board unanimously approved the transfer of \$2,000 from the Recreation Facilities Fund to be used for the Acre Bridge Road Field project.

A Southborough resident has notified Mr. Depietri that he wants to anonymously donate the plaques and granite platform. Mr. Kacevich and Mr. Depietri will be meeting with the MDC tomorrow to go over the site work. Mr. Depietri will level down the parking lot, and the goal posts are going to be moved back. Rubber pellets are being inserted. Bids were sent out for the fencing, and Arrow Fence Co., Inc. submitted a bid of \$10,274, which was the lowest bid. The Board has already approved \$10,000 to be used from the Recreation Facilities Fund for fencing, and Mr. Depietri has offered to pick up the difference. The Town has dealt with Arrow Fence Co. in the past and been satisfied with their work. The Board unanimously approved the awarding of the fencing contract to Arrow Fence Company, Inc., 360 South Street, Marlboro, MA.

The Board asked Mr. Kacevich who will be maintaining the MDC Trails. Fay School will maintain their portion of the Trail, Robinson Landscaping will mow from Middle Road to Route 30. Mr. Kacevich stated that as long as mowing of the path is done, the committee should be able to get the Scouts or volunteers to maintain it.

OTHER BUSINESS TRANSACTED

Sign Common Victualler License for McCarthy's Restaurant, 2 Main Street

The Board approved and signed the Common Victualler License for McCarthy's Restaurant, 2 Main Street

Re-appoint Sean R. James as Regular Officer, his term to expire June 30, 2003

Sean R. James probationary year is up, and the Board unanimously approved the reappointment of Sean R. James as Regular Officer, his term to expire June 30, 2003

Re-appoint Walter B. Langille as Part-time Dispatcher & Reserve Officer

The Board unanimously approved the reappointment of Walter B. Langille as Part-time Dispatcher & Reserve Officer, his term to expire June 30, 2003.

Sign Mass. Electric easement for pole installation in Town House parking lot

Because the pole is on Town property, Mass Electric needs to get an easement in order to replace the pole. The Board unanimously approved and signed Mass. Electric easement for pole installation in Town House parking lot

Consideration of petition from Southborough Meadows to assume maintenance of William Onthank Lane

After a brief discussion, the board unanimously approved, conditional to receipt from the Planning Board that they have already started the process, the petition from Southborough Meadows to assume maintenance of William Onthank Lane.

Appoint Bob Koziel, 1 Chestnut Hill Rd. to the Historical Commission

The Board unanimously approved the appointment of Bob Koziel, 1 Chestnut Hill Rd. to the Historical Commission effective till 6/30/05.

Sign the Police Union Contract for FY 2001-2004

The Board unanimously approved and signed the Police Union Contract for FY 2001-2004.

Request to transfer vehicle from Police Dept. to Basilio Diaz, Town Buildings and Grounds

Basilio Diaz, Facilities Manager, requested the transfer of the vehicle the police department is replacing to the Buildings & Grounds Department. Mr. Diaz would like the use of the vehicle as he does a lot of traveling during the course of the day to the different Town buildings and Grounds. There will be a \$3,000 outlay to purchase the vehicle. The Board unanimously

approved the request to transfer vehicle from Police Dept. to Basilio Diaz, Town Buildings and Grounds.

Accept donation of \$2,000 from the Southborough Benefit Golf Tournament to be allocated to the Recreation Facilities Improvement Fund

The Board unanimously accepted the donation of \$2,000 from the Southborough Benefit Golf Tournament to be allocated to the Recreation Facilities Improvement Fund.

Approve merit increase for Carol Ostresh, Receptionist, to \$13.43 per hour

The Board unanimously approved merit increase for Carolyn Ostresh, Receptionist, to \$13.43 per hour, effective July 17, 2002.

Approve merit increase for Joseph Berte, Water Division, to \$18.01 per hour

The Board unanimously approved merit increase for Joseph Berte, Water Division, to \$18.01 per hour.

Accept resignation of Karen Marie Gadbois from Capital Budget Planning Committee

The Board unanimously accepted resignation of Karen Marie Gadbois from Capital Budget Planning Committee.

Approve/Execute contract for Trottier School Clerk of the Works

The Board unanimously approved and signed the contract for Trottier School Clerk of the Works.

Appoint Teresa Nicole Mauro, 8 Upland Road to the Recreation Commission

The Board unanimously approved the appointment of Teresa Nicole Mauro, 8 Upland Road to the Recreation Commission, her term to expire June 30, 2005.

Appoint the following to the Citizens-at-large to the Phase II Stormwater Management Comm.

The Board unanimously approved the appointments of the following to the Citizens-at-large to the Phase II Stormwater Management Committee, for a term to expire on June 30, 2003:

Whitney A. Beals, 10 Chestnut Hill Road

Peter S. Bemis, 30 Ted Lane

James P. Chance, 15 Foley Drive

Hampton Smith, 9A Ashley Road

WARRANTS

10	\$60,703.34	07/19/02	TOWN PAYABLES
11	\$77,314.05	07/19/02	SCHOOL BLDG. PROJECTS
12	\$21,134.67	07/17/02	FIRE DEPT. PAYROLL
13	\$120,576.02	07/17/02	TOWN PAYROLL
14	\$83,828.92	07/17/02	DEDUCTION REPORT
15	\$46,205.84	07/19/02	SCHOOL PAYROLL
16	\$137,183.85	07/19/02	SUMMER SCHOOL PAYROLL
TOTAL	\$546,946.69		
17	\$21,710.53	07/26/02	TOWN PAYABLES
18	\$8,091.53	07/26/02	FY02 ENCUMB. TOWN PAYABLES
19	\$14,500.55	07/26/02	SCHOOL CAFETERIA
20	\$263,716.00	07/26/02	SCHOOL BLDG. PROJECTS
21	\$26,367.55	07/24/02	DEDUCTION REPORT
22	\$17,362.60	07/24/02	FIRE DEPT. PAYROLL
23	\$68,918.30	07/24/02	TOWN PAYROLL
TOTAL	\$420,918.30		

At 10:10 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Respectfully submitted, Carolyn Ostresh, Receptionist

MINUTES OF MEETING
BOARD OF SELECTMEN
Friday, August 23, 2002

2:00 p.m. Convened in Conference Room A, first floor of the Town House.

Present: Chairman William J. Christensen, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

BUSINESS TRANSACTED

Trottier/Woodward Project Manager: The Board met and reviewed the agreement for project manager for the Trottier and Woodward School construction contracts. There was a move to approve a contract with Greg Quinn, Rise Group, for an amount not to exceed \$92,320.00. The motion was seconded and so voted. This will be funded by the School Building Committee.

Allen Property: Mrs. Conlin informed the Board that the Allen Property is under agreement. There was a move to reconsider the vote to authorize funds for an appraisal of the property. The motion was seconded and so voted. There was an additional motion to notify the Allen's of the cancellation of the appraisal and to pay any incurred expenses; the motion was seconded and so voted.

Capasso Farms: Mrs. Conlin spoke with Donato Capasso to confirm whether he was interested in selling any land to the Town, which he stated he wasn't. Mr. Capasso did say that he hoped to construct over 55 rental housing on that land and would consider including space for a community center for the Town and his tenants, but not selling the land to the Town. His firm would maintain and control the property

MBTA Station: Mrs. Phaneuf suggested we print 500 copies of a flyer drafted by Chief Mauro to warn train passengers of the dangers of crossing the train tracks, as opposed to using the constructed walkway. The Board felt that by distributing these flyers the Town would have made the effort to warn passengers of this danger.

At 2:30 p.m., there was a motion to adjourn, it was seconded and approved.

Respectfully submitted,



Vanessa D. Hale
Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, September 3, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Bylaw amendment to establish a Permanent Municipal Building Committee

In order to establish a Permanent Municipal Building Committee, there would have to be a Bylaw Amendment. Basilio Diaz did a presentation for the Board that he put together from the responses of the survey he sent out, which was comprised of a comparison of some of the Permanent Building Committees set up in other towns. A recommendation when forming the committee is not to make the committee too large. Some of the recommendations were for five year memberships as opposed to ten year memberships; no town employee can be a member, Basilio Diaz should be present at meeting, but not a member of committee; Committee should be appointed by Town Moderator, not Board of Selectmen; Committee should consist of minimum of 3 members, maximum of 5 members, with staggering appointments; user group should send one member/staff person to represent them; should grandfather any existing projects and building committees.

Some audience members questioned the purpose of the committee. Mr. Diaz stated that its main purpose would be to establish what the long range needs of the town are, and to help the user committees to complete the projects in a timely and cost effective manner. Kathryn Garcia agreed that without a long term plan we seem to be going in circles. It was agreed that user groups need to give their input, but only one member should be on the committee for that project only. Again it was stressed that one of the main responsibilities of the committee is to oversee the construction of the projects. Since there are still some issues that the Board wants Mr. Diaz to look into, the Board would like to revisit this issue within the next couple of weeks.

Joseph Kacevich – Update on the 9-11 Memorial Field and its dedication

Joseph Kacevich met with the Board to update them on the progress of the 9-11 Memorial Field. He has requested the approval of the Board to use \$200 from the Recreation Facilities Fund to pay for legal advertising. The owner of a landscaping company has offered to do the landscaping work pro-bono, and Mike Sullivan has agreed to do the plans. The Committee has met with the Conservation Commission, and the Commission has given their approval. Since they are planning to add five parking spaces, they need to advertise the meeting with the Planning Board and John Boland, Superintendent of the Department of Public Works needs to approve a curb cut, and the parking spaces need to face the stone wall. Selectman Bonnie Phaneuf questioned the need for advertisement? Mr. Kacevich stated the MDC property is all one piece. He also stated that Mr. Gaffney would check with the Town Counsel if the cost is over \$1,000.

In reference to the dedication of the field, Mr. Kacevich stated that Southborough resident, Marcello Mallegni is donating the granite for the monument, but it won't be ready for October 13th, which is the tentative date for the dedication. The earliest it will be ready is the first of November. The Board sees no problem in delaying the dedication. Martin Healy did get the official list. There are 166 persons from Massachusetts on the list. It was suggested to use a solar energy power unit to keep light on the pole. The Southborough Rotary Club will raise the \$3,200 for it. As soon as the field is completed, Kathryn Garcia, Director of Recreation and Joe will meet with the six neighboring Towns. Selectman Phaneuf wanted to know if there is a lock on the gate. Mr. Diaz responded there will be one shortly.

OTHER BUSINESS TRANSACTED

Approve minutes from July 9, August 23, 2002

The Board unanimously approved the minutes of July 9, 2002 and August 23, 2002.

Call Special Town Meeting: October 21, 2002. & Open Warrant which will close on September 17, 2002

The Board unanimously called for a Special Town Meeting to be held on October 21, 2002 and approved the Warrant for the Special Town Meeting, which will close at 5:00 PM, on September 17, 2002.

Sign warrant for State Primary Election

The Board signed the Warrant for the State Primary Election.

Place Kenneth Bertonazzi on FMLA leave, effective July 29, 2002

The Board unanimously approved the placement of Kenneth Bertonazzi on FMLA leave, effective July 29, 2002.

Place Victor Robidoux on FMLA leave, effective June 27, 2002

The Board unanimously approved the placement of Victor Robidoux on FMLA leave, effective June 27, 2002.

Approve merit increase for Cynthia Krawczyk, Administrative Secretary

The Board unanimously approved the 5% merit increase from \$14.96/Hour to \$15.71/Hour for Cynthia Krawczyk.

Request for personal rate for Patrice Kline

Paul Cibelli, Principal Assessor, sent a letter to the Board requesting a Personal rate increase for Patrice Kline, for 3%, from \$19.32/Hour to \$19.90/hour. Mr. Cibelli requested the personal rate increase for Ms Kline, since she is at the maximum rate for her job. The Board stated they are not in favor of personal rate increases for employees. The Board recommended the Assessors should re-evaluate the position and if justified upgrade the position. The Board unanimously declined the request for a personal rate increase for Patrice Kline.

Appoint Jodie Andrews and Joanne Flathers to the Recycling Committee

The Board unanimously approved the appointments of Jodie Andrews, 195 Parkerville Road, and Joanne Flathers, 3 Overlook Drive, to the Recycling Committee, for terms to expire on June 30, 2003.

Request to appoint Arthur Holmes as a Special Municipal Employee

The Board unanimously tabled the request to appoint Arthur Holmes as a Special Municipal Employee until the next Selectmen's meeting.

Appoint Tessa Stephens to the Southborough Cultural Arts Council

The Board unanimously approved the appointment of Tessa Stephens, 262 Parkerville Road, to the Southborough Cultural Arts Council, for a term to expire September 3, 2004.

Accept resignation of Alan Jones from the Open Space Preservation Commission & the Municipal Land Committee

The Board unanimously accepted the resignation of Alan Jones from the Open Space Preservation Commission & the Municipal Land Committee.

Accept resignation of Jack Merrill from the Recreation Facilities Committee

The Board unanimously accepted the resignation of Jack Merrill from the Recreation Facilities Committee.

Accept resignation from Karen Gadbois from the Financial Planning Committee

The Board unanimously accepted the resignation of Karen Gadbois from the Financial Planning Committee.

Approve \$3,000 disbursement from donation account for the Council on Aging

Pam LeFrancois, Senior Center Director, sent a letter to the Board requesting disbursement of \$3,000 for specific types of round tables and stack chairs, and two book shelves, needed for the senior Center. The Board unanimously approved the request as submitted, for the disbursement of \$3,000 from the donation account for the Council on Aging.

Approve revision to Town Sexual Harassment Policy

The revision on the policy is changing the deadline to file a claim from six months to 300 days. The Board unanimously approved the revision to Town Sexual Harassment Policy, changing the timeline from six months to 300 days.

Request to close Rockpoint Road for a block party on September 21, 2002

The Board received a request from Darlene Scorzelli to close Rockpoint Road from house number 9 through number 15 for approximately six hours on September 21, 2002, for a neighborhood block party. She has already received verbal approval from both the Fire and Police chiefs, pending the approval of the Board, and on the condition that the street remains readily accessible to emergency vehicles. The Board unanimously approved the request to close Rockpoint Road for a block party on September 21, 2002, subject to written approval from the Fire and Police Chiefs.

Reconsider the vote for a personal rate for Shirley Bator

On July 23, 2002, the Board approved a temporary personal rate increase for Shirley Bator to \$20/Hour, contingent to Union approval. The representatives of the NAGE Union stated that they do not agree to the \$20.00 pay rate. Even though it is a personal rate increase, it is more than the highest grade's hourly rate. It was agreed upon that the personal rate for Mrs. Bator be reduced to \$19.32/hour. The Board unanimously approved the new rate of \$19.32.

Appoint Amie Widdiss, 8 Ruth St., Worcester, Ma 01602 as a Special Officer

The Board received a letter from Chief Colleary recommending the appointment of Amie Widdiss as a Police Matron and Special Officer. This would be a part-time position at Grade 8, Step 1, with a starting salary of \$11.26/hour. The Board unanimously approved the appointment of Amie Widdiss, 8 Ruth St., Worcester, Ma 01602 as a Special Officer.

Appoint Robert J. Nelson, 35 Walnut Drive as Reserve Officer

Chief Colleary sent a letter to the Board recommending the appointment/promotion of Robert J. Nelson to Reserve Officer. The Board unanimously approved the appointment/promotion of Robert J. Nelson, 35 Walnut Drive as Reserve Officer, at a Grade 9, Step 2 with a hourly rate of \$12.34.

Appoint Michael Crenshaw, Attleboro as Reserve Officer

Chief Colleary requested the Board appoint Michael Crenshaw as a Reserve Officer. This is just a change in status with no change in rate. The Board unanimously approved the appointment of Michael Crenshaw, Attleboro as Reserve Officer.

Request from School Building Committee to appoint Chris Morog as Special Counsel

The School Building Committee requested the Board's approval to appoint Chris Morog as Special Counsel for their committee. The Board stated that the money to pay Mr. Morog would have to come out of the Committee's budget, not out of the Town's legal budget. The Committee said there is enough money in their budget to pay him. If any additional money needed, the committee will have to come before the Board. The Board unanimously approved the appointment of Chris Morog as Special Counsel

to the School Building Committee, with the stipulation that all fees for his services be paid out of the School Building Committee's budget.

Correspondence from Aldo Cipriano

The Board received correspondence from Attorney Aldo Cipriano in reference to "Gulbankian verses Southborough conservation Commission.

Markings of Town Vehicles

The Board discussed the pros and cons of marking all Town vehicles. The Board feels the markings would make it easier for the Town Inspectors and Assessors, as citizens will see that they work for the Town and let them in. The Board feels that all Town vehicles should have the Town Seal and department designation on them. Some of the employees use their own vehicles, so it was suggested that the Town could get some magnetic signs for those vehicles, so that they are only on the vehicles, when the vehicles are being used for Town purposes. The Board unanimously approved marking all Town vehicles.

WARRANTS

24	\$132,743.91	08/02/02	TOWN PAYABLES
25	\$4,335.59	08/02/02	SCHOOL BLDG. PROJECTS
26	\$3,093.24	08/02/02	VERIZON
27	\$115,822.75	08/02/02	SCHOOL PAYABLES FY02 ENCUMB.
28	\$33,741.20	08/02/02	SCHOOL PAYABLES FY02 ENCUMB.
29	\$427.32	07/30/02	POSTMASTER
30	\$81,459.96	07/31/02	TOWN PAYROLL
31	\$4,586.66	07/31/02	MO. TOWN PAYROLL
32	\$27,770.58	07/31/02	FIRE DEPT. PAYROLL
33	\$106,548.23	07/31/02	DEDUCTION REPORT (TOWN)
34	\$134,522.19	08/02/02	SCHOOL SUMMER PAYROLL
35	\$59,058.53	08/02/02	SCHOOL PAYROLL
36	\$42,237.89	08/02/02	DEDUCTION REPORT (SCHOOL
TOTAL	\$746,348.05		
37	\$499,401.66	08/09/02	TOWN PAYABLES
38	\$75,244.67	08/09/02	CHAPTER 90 (85B)
39	\$320,810.77	08/09/02	SCHOOL BLDG. PROJECTS
40	\$22,379.10	08/07/02	FIRE DEPT. PAYROLL
41	\$71,899.79	08/07/02	TOWN PAYROLL
42	\$28,932.30	08/07/02	DEDUCTION REPORT
TOTAL	\$1,018,668.29		
43	\$161,142.49	08/16/02	TOWN PAYABLES
44	\$10,850.05	08/16/02	CHAPTER 90 (85B)
45	\$10,378.29	08/16/02	SCHOOL BLDG. PROJECTS
46	\$77,577.39	08/14/02	TOWN PAYROLL
47	\$18,641.50	08/14/02	FIRE DEPT. PAYROLL
48	\$29,860.06	08/14/02	DEDUCTION REPORT (TOWN)
49	\$59,787.18	08/14/02	DEDUCTION REPORT (SCHOOL)
50	134,522.13	08/16/02	SCHOOL SUMMER PAYROLL
51	\$107,231.48	08/16/02	SCHOOL PAYROLL
TOTAL	\$609,990.57		
52	\$70,164.88	08/23/02	TOWN PAYABLES
53	\$45,786.72	08/23/02	SCHOOL PAYABLES
54	\$163,940.89	08/23/02	SCHOOL BLDG. PROJECTS
55	\$28,239.09	08/21/02	DEDUCTION REPORT
56	\$18,466.26	08/21/02	FIRE DEPT. PAYROLL
57	\$71,364.57	08/21/02	TOWN PAYROLL

TOTAL	\$397,962.41		
58	\$44,916.85	08/30/02	SCHOOL FY02 ENC. PAYABLES
59	\$41,253.17	08/30/02	SCHOOL PAYABLES
60	\$1,011,218.16	08/30/02	TOWN PAYABLES/ALGONQUIN.ASSEBET VAL.
61	\$3,047.97	08/30/02	VERIZON
62	\$5,740.83	08/30/02	SCHOOL BLDG. PROJECTS
63	\$6,991.66	08/28/02	MONTHLY TOWN PAYROLL
64	\$67,422.69	08/28/02	TOWN PAYROLL
65	\$21,059.63	08/28/02	FIRE DEPT. PAYROLL
66	\$279,845.88	08/30/02	SCHOOL PAYROLL
67	\$(223.98)	08/30/02	SCHOOL PAYROLL ADJUST.
68	\$175,002.41	08/28/02	DEDUCTION REPORT
69	\$44.71	08/30/02	DEDUCTION REPORT ADJUST.
TOTAL	\$1,656,319.98		
70	\$69,516.77	09/06/02	TOWN PAYABLES
71	\$3,162.59	09/06/02	SCHOOL PAYABLE
72	\$40,847.37	09/06/02	SCHOOL FY02 ENC. PAYABLES
73	\$19,196.68	09/06/02	SCHOOL BLDG. PROJECTS
74	\$21,249.12	09/04/02	FIRE DEPT. PAYROLL
75	\$72,153.58	09/04/02	TOWN PAYROLL
76	\$26,902.46	09/04/02	DEDUCTION REPORT
77	\$928.13	09/04/02	SCHOOL PAYROLL ADJUST.
78	\$346.36	09/04/02	DEDUCTION REPORT (SCHOOL P/R ADJ.)
TOTAL	\$254,303.06		

At 9:10 PM, there was a motion to adjourn, it was seconded and approved

Respectfully submitted,

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, September 10, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Special Municipal Employee: Arthur Holmes came before the Board to request that the Board designate him as a Special Municipal Employee. This designation is required since he is an elected member of the Board of Assessors and is fulfilling a contract for the Board of Assessors to do a tri-annual review of properties in Southborough. There was a move to appoint Arthur Holmes as a Special Municipal Employee for a term to expire on June 30, 2003.

Field Use Policy: The Recreation Facilities Committee came before the Board to discuss revisions to their Field Use Policy. Commission members spoke about additions to the policy including: sportsmanship, equal use for male and female teams/athletes, no-refund policy, fee for lights at Choate Field, fees being sent to the School Committee. Mr. Christensen asked them to widen the gender language to include race and religion. The Board felt strongly that Town programs should have first priority for use of town fields. Fees will be deposited in the general fund. The Board also suggested asking the Department of Revenue for recommendations on how usage fees could be deposited in Recreation accounts and be allocated as such. Ms. Garcia will make revisions to the field use policy and then send to the Southborough School Committee. There was a move to approve the Field Use Policy, as revised. The motion was seconded and voted unanimously.

Long Range Municipal Facility Committee: Dr. Stone, Mr. Diaz, Mr. Davidson and Mr. Gaffney came before the board to discuss the establishment of a permanent building committee to town building projects. Mr. Diaz agreed with a three-year term but thought five years would be too long. A new paragraph was added stipulating that all meetings would be open to the public. Mr. Christensen stated that the Board of Selectmen would be the executive committee in charge. Mr. Parry asked that a revised version be sent to the School Committee, as well as town counsel. Mr. Christensen volunteered to visit the School Committee at a future meeting and speak on behalf of the Board of Selectmen.

Long Range Planning: Discussion of a long range planning committee was triggered as a result of the delay in proceeding with the Community Center plan. It was determined that such a task would need the input of a new town planner who has yet to be hired. The Board suggested postponing an article of this nature until Spring.

Joe Green re: ZBA appeal: Mr. Green came before the Board to present his views on the appeal before the ZBA on the garage issue on John Matthews Rd. and General Henry Knox Rd. His point being that a garage is an accessory use which is not permitted in a residential district, that this is an illegal structure which will destroy the character of the neighborhood and lower property values. Mr. Johnson, Building Inspector gave an opinion that permitted this use and refused to issue a cease and desist for this project. Mr. Green argued that this project should

have received a site plan review, and felt that the building permit should now be considered null and void. Finally, Mr. Green asked that the Board support a request for a cease and desist.

Mr. Christensen advised that it is not the Board's position to analyze decisions made by the Building Inspector, such issues are determined by the appropriate authority, of which the Board of Selectmen is not. Although members of the Board and the audience felt it was poor planning, this is not an issue to be decided by the Board of Selectmen. Mr. Parry thinks the Planning Board should hear Mr. Green and would also support a letter from the Selectmen. Mr. Parry made a motion to have the Board of Selectmen send a letter to the ZBA, Mrs. Phaneuf seconded the motion. The Board stipulated that they would rarely comment on such matters, but felt that this time it was a matter of town-wide significance.

OTHER BUSINESS TRANSACTED

FMLA Policy: The Board authorized Vanessa Hale, Assistant Town Administrator, to determine whether an employee is eligible for FMLA leave. This will be followed up by a vote of the Board of Selectmen at their next meeting. There was a move to approve the revised policy. The motion was seconded and so voted.

Police Reserve Officer: At the recommendation of the Police Chief, there was a move to appoint Michael Crenshaw as a Reserve Officer; the motion was seconded and passed unanimously. This appointment will expire on June 30, 2003.

Interim Town Counsel: The Board discussed an interim appointment of Town Counsel, in light of Mr. Busconi receiving a ruling from the State Supreme Court that he must suspend practicing law for six months, effective October 4, 2002. After review of several candidates, there was a motion to appoint Aldo A. Cipriano as Interim Town Counsel, through June 30, 2003. There was a second motion to reconsider the appointment of Fred Busconi as Town Counsel; this motion passed unanimously. The motion to appoint Attorney Cipriano as Town Counsel was seconded and passed unanimously. Attorney Cipriano has agreed to invoice the Town at the same rate as Attorney Busconi.

Special Election: There was a move to set the polling hours for the November 18, 2002 special election for 8 a.m. – 8 p.m.; the motion was seconded and passed unanimously.

Public Comment: The Board set a new policy to have a public comment session at each meeting as an agenda item. The Board further stipulated that the agenda would close on Friday afternoons at 3 p.m.

Bid Award: The Board was presented with bid results for Roadway Maintenance.
Cracksealing:

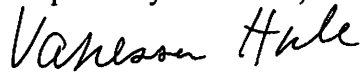
Roadway Maintenance: \$603,682.50

There was a move to approve the bids as recommended by John Boland.

WARRANTS

79	\$2,856.67	09/13/02	CHAPTER 90 (85B)
80	\$443,487.21	09/13/02	SCHOOL BUILDING PROJECTS
81	\$224,869.66	09/13/02	TOWN PAYABLES
82	\$71,419.21	09/11/02	TOWN PAYROLL
83	\$18,296.92	09/11/02	FIRE DEPT. PAYROLL
84	\$97,807.97	09/11/02	DEDUCTION REPORT
85	\$336,113.85	09/13/02	SCHOOL PAYROLL
86	\$2,435.00	09/13/02	SCHOOL PAYROLL ADJUST.
87	\$585.71	09/11/02	DEDUCTION REPORT (SCH.) ADJUST.
TOTAL	\$1,197,872.20		

Respectfully submitted,



Vanessa D. Hale
Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Wednesday, September 18, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Demolition Delay Bylaw Proposal – Historical Commission

Paul Bourdon, Chairman of Historical Commission and members of the Historical Commission met with the Board to propose a Demolition Delay By-Law, which many neighboring Towns have. They gave a presentation to the Board which showed what and the purpose of a Demolition Delay. The By-Law would affect buildings that are fifty years old or older. The following are what a Demolition Delay is: (1)Notifies property owner as to significance of their building; (2)Notifies Historical Commission when a potentially significant building is going to be destroyed; (3)Allows alternatives to demolition to be explored, such as incorporation of the building into project or moving the building; and (4)Significant buildings can be properly recorded

The following are some of the reasons why the Commission feels the Town needs a Demolition Delay By Law: (1)Unprecedented development pressure; (2)Consumption of build-able land; (3)Land value; (4)Preference for large new homes; (5)Profit to be made from large new houses; and (6) Southborough has already lost number of significant buildings

Most of the towns that have the By Law have a six month delay period before a building can be demolished. The Historical Commission would like a six month delay period, which would allow them time to review options, and if building is going to be demolished, they have time to do an in-depth record of the building.

Selectman Parry stated it's important for the Commission to work closely with the Planning Board and get their backing. He stated that developers know whether they are planning to tear down a building, and in the last analysis, the contractor, after six months can still destroy the building.

Selectman Phaneuf asked if a home owner wants to make a change to the foot print of the home, are they going to be allowed to do it. Mr. Bourdon stated if the El was part of the original home, they may try to preserve it. He also stated that this By-Law would only affect homes of significant historical value.

Selectman Christensen stated that homeowners may not agree with the committee's idea of significant, if they want to do work on their homes, they do not want to have to wait. He feels you have to be very careful what we tell homeowners they can do to their homes. Mr. Bourdon stated if work on homes are done, many homes would still be standing.

The Board wanted to know how often the Historic Asset Survey has to be done and what resources are required to do these surveys. The Historic Asset Survey was just completed less than two years ago.

Selectman Phaneuf asked if the list of homes going to be provided, and if your home is on that list, will it have to go onto the deed if the owner sells his home and should there be a certificate attached. Mr. Bourdon again repeated that the home being on this list does not mean that it can't be torn down, but that there would be a delay on tearing it down.

The Board stated that if the town approves this By-Law, it should be made clear to any future buyer about the easement. The Board also wondered if this By-Law will refer to the interior as well as the exterior. The Board thanked the Committee for their presentation.

School Building Committee

David Davidson met with the Board to submit two matters to the Town Meeting Warrant:

- (1) Hear report as to the schedule of work on the School projects; and
- (2) Article authorizing additional monies for Trottier and Woodward School Projects

Selectman Parry has no problem with putting them on warrant and feels the report is proper etiquette. Selectman Phaneuf has no problem with number one, but in reference to number two, warrant closed on September 17, 2003. Selectman Phaneuf also stated that some of the items, such as larger gym at Woodward and playground at Woodward, are add-ons and wanted to know if they were really necessary. Originally the contracts and bids were issued with 3% rather than 5% contingencies. Mr. Davidson explained that the additional cost was for some unexpected expenses, such as additional asbestos abatement at Woodward and problems with the septic system at Trottier. In reference to septic system at Woodward, it will cost around \$100,000 to put the septic system in on St. Mark's property, and considerably more to put it on town property. The Board does not want to jeopardize the whole Special Town Meeting. The Board unanimously approved, contingent upon favorable ruling of Town Counsel to re-open the warrant and add the articles.

Central Communications

Police Chief Colleary and Fire Chief Mauro met with the Board to give the Board an update on the Central Communications System. For the last ten months, Janice Conlin has been meeting with the two chiefs and John Boland, Superintendent of Public Works, and they have come up with a Memorandum of Understanding. This new system will provide the most efficient responses to 911 calls.

The Central Communications system will be housed at the Police Station. The overseeing of the operation will be done by a Board consisting of the Police Chief, Fire Chief, and Superintendent of Public Works. Selectman Christensen suggested if it is agreeable, since the unit will be housed at the Police Station, the Police Chief should be the Chairman of the Board.

Chief Mauro explained how the system will operate. When a call comes in, the Dispatcher will press a button, and both Fire Stations and the Police Station will immediately be notified. This process requires the telephone system to be updated and new hardware to be installed. There will also be training and updating procedures of emergency calls.

Selectman Christensen asked "If one button notifies both stations, is there any acknowledgement from the stations that they got the signal?" Chief Mauro responded "Yes, it's a two-way system." He stated that the new system will be set up by Barry Communications, and the Telephone Company has to change the way the phones are currently set up, to make sure that the calls will be forwarded.

Selectman Phaneuf asked when do they hope to have the system up and running. Chief Mauro responded by October 31st of this year. Selectman Christensen asked what sort of notification would there be with the Department of Public Works. Chief Mauro responded by radio communications with the Fire and Police Departments. The Board wanted to know if the three departments were equipped or trained to handle any terrorist conditions. At this time we do not have any of the protective gear available. Selectman Christensen suggested that maybe the Town could get two or three sets of the protective gear per year, until all three departments have enough.

Selectman Phaneuf wanted to know what the next component in this program is. Do they have to look at what they want to change in their contract? The Board wanted to check with NAGE to see if we have their re-assurance. The Board unanimously approved the motion to adopt the Central Memorandum of Rules, draft #4 as submitted this evening.

OTHER BUSINESS TRANSACTED

Application for Limo License from R&R Town Car Service

Joe Black of R&R Town Car Service has applied for a Limo License to take passengers into the airport. The company has to have a Mass. Port Sticker to go into the Airport, but are required to have a license so that it can pick up passengers in Southborough and take them to the airport. If the Town doesn't require a license, he would need permission from Southborough to drive car into the airport. Board feels it is important to be selective when issuing licenses, therefore they need to review all requests. The Board would like to have the Police Chief look into what neighboring towns are doing in issuance of their licenses. The Board unanimously approved issuing a license for one vehicle to do business in Southborough, contingent to Mr. Black getting a Certificate of Business for the Town Clerk.

Sign letter to the Zoning Board of Appeals

The Board signed the letter to the Zoning Board of Appeals in reference to "Appeal of decision of the Building Inspector to permit garages as a primary use on two residential B lots (12 John Matthews Road & 15 General Henry Knox Road).

Award bid for water main, at the request of the Department of Public Works

Even though ParkSide Utilities Corp. was second lowest bidder, the Department of Public Works recommended them because the rest of their criteria was better than the lowest bidder's. After a brief discussion and review, the Board unanimously awarded the bid for the water main to ParkSide Utilities Corp., 123 King Philip Street, Johnston, RI.

Fire Notification System Ad Hoc Committee

Some of the neighbors of Fire Station II have complained about the shrill sound of the alarm and have asked the Board if there is anything that can be done about it. After a brief discussion, which included modifying the Alert System, not just for Fire Station II, but also the main Fire

Station, it was decided that there should be a committee made up of Southside Resident, a neighboring resident of Main Fire Station, and two other citizens at large. The Board unanimously approved setting up an AD HOC Committee to review the options for modifying or changing the Alert systems for the whole Town not just the Southside Fire Station.

WARRANTS

88	\$48,058.74	09/20/02	TOWN PAYABLES
89	\$2,713.99	09/20/02	SCHOOL BLDG. PROJECTS
90	\$251.01	09/20/02	SCH. PAYABLE-GIFTED & TALENTED GRANT
91	\$21,884.79	09/20/02	SCHOOL PAYABLES
92	\$71,349.51	09/18/02	TOWN PAYROLL
93	\$22,767.24	09/18/02	FIRE DEPT. PAYROLL
94	\$28,690.78	09/18/02	DEDUCTION REPORT
TOTAL	\$195,716.06		

At 9:37 PM, there was a motion to adjourn, it was seconded and approved

Respectfully submitted,

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, September 24, 2002**

7:00 p.m. Convened in Conference Room A, first floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Warrant Articles: The Board met with Assessor Paul Cibelli and Arthur Holmes, Chairman of the Board of Assessors. Mr. Holmes reviewed articles that are on the October 21, 2002 Special Town Meeting warrant.

Article 16: Changes the eligibility age from 70 years to 65 years and the income limits for married and single senior citizens.

Article 17: For the Senior Tax Work Off program, this article increases the amount that can be earned to \$750.00.

Article 18: This permits residents to donate \$1.00 on their tax bill to establish a town account that would aid the elderly and disabled.

The Board commended the Assessor's for developing these efforts that will help the elderly and disabled residents of Southborough.

OTHER BUSINESS TRANSACTED

Public Comment: During the public comment session, the Board announced a new deadline for submitting items to the Selectmen's Office by 3 p.m. on the Friday before the meeting. The Board also announced a new public comment session that will be an agenda item during each meeting.

Special Town Meeting: There was a move to approve the Special Town Meeting warrant. The motion was seconded and so voted. The Board signed the warrant for the Special Town Meeting.

Appointments:

- There was a move to approve the appointment of Lisa M. Veernoy, 22 Constitution Drive to the MBTA Triangle Working Group, for a term to expire June 30, 2003
- There was a move to approve the appointment of Paul R. Nelson, 133 Southville Road, to the MBTA Triangle Working Group, for a term to expire June 30, 2003
- There was a move to approve the appointment of Michael Archangelo, 41 Main Street, to the Recreation Facilities Committee, for a term to expire on June 30, 2003.

Dual Employment:

The Board asked that cases of employees working for two departments be put before them on a case-by-case basis. The Town is awaiting an opinion from labor counsel on the use of the DARE van for recreation programs. The Board was adamant that if an officer is driving the van for Recreation that it be done while he is not on duty.

White Bagley Road: The Board discussed information presented to them on traffic patterns on this road. It was reported that five (5) trucks used this road on an evening between 5:00 p.m. and 8:00 p.m. The Board asked that the Police Chief send more patrols to that area for an informal traffic survey. The Town will send a letter of explanation to Mrs. Littlefield.

WARRANT

95	\$34,761.19	9/27/02	SCHOOL PAYABLES-FY02
96	\$36,087.55	9/27/02	SCHOOL PAYABLES
97	\$24,402.70	9/27/02	SCHOOL BUILDING PROJECTS
98	\$739.35	9/27/02	CH. 90-85B
99	\$92,309.58	9/27/02	TOWN PAYABLES
100	\$337,476.96	9/27/02	SCHOOL PAYROLL
101	\$6,076.66	9/25/02	MONTHLY TOWN PAYROLL
102	\$22,385.15	9/25/02	FIRE DEPT. PAYROLL
103	\$75,700.96	9/25/02	TOWN PAYROLL
104	\$194,691.79	9/25/02	DEDUCTION REPORT
TOTAL	\$824,631.89		

There was a motion to adjourn at 8:00 p.m.

Respectfully submitted,



Vanessa Hale
Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, October 8, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Road Acceptance Hearings:

Angelica Lane

John Boland, Superintendent of Public Works, stated as of his last inspection, there are still four outstanding deficiencies, including curbing, and replacing the landscaping that need to be completed by the Contractor before the Town should accept the street.

The Contractor, Jose Martins, stated that all four deficiencies should be completed within the next two weeks.

Donald Morris of the Planning Board stated that there will be a meeting of the Planning Board at 6:30 pm on the night of the Special Town Meeting. The Contractor can meet with them at that time, if everything is completed. Residents on Angelica Lane sent a letter to Mr. Martins with a list of deficiencies. Mr. Boland stated that some of these issues are strictly between the contractor and the residents. Al Hamilton, who lives on Pine Hill Road across from the entrance to Angelica Lane, asked the Residents to reconsider putting up an additional stone street sign, as a consideration to their neighbors as it would obstruct their view. In reference to the Fire Hydrant, a letter from Chief Mauro was read into the minutes. Chief Mauro stated due to the piping in the area, the hydrant on Angelica is a Drafting Hydrant. For safety reasons, he is opposed to changing the hydrant system to a regular system, but is not opposed to planting flowers or shrubs up to three feet of the hydrant hook-up. The Board unanimously approved the street layout of Angelica Lane as presented.

Wetherbee Lane

Mr. Boland stated that there is a similar deficiency list for Wetherbee Lane. Based on the deficiency list, they should be corrected within the next two weeks. The major problem is the drainage square, which was placed in the wrong location, it is anywhere off from 18 feet to 26 feet. The contractor is going to lay it where it was original placed on the plans. Mr. Martins, the Engineer, and Mr. Boland will walk the site and determine if any trees need to be removed. If so, they will flag those trees.

The Board wanted to know the usual policy for accepting a street in a subdivision that may not be connected with an existing street. Mr. Boland stated that the Town usually does not accept streets in a subdivision until all of the streets are ready for acceptance. The Board unanimously approved the street layout of Wetherbee Lane as presented.

Joslin Lane

Mr. Boland stated there are similar deficiency issues with Joslin Lane, including a sidewalk with the sidewalk around the cul-de-sac. He said he would know within the next two days, and that all of the deficiencies should be corrected before the Special Town Meeting. The Board unanimously approved the street layout of Joslin Lane as presented.

Hillside Avenue

Mr. Boland stated there are similar deficiency issues with Hillside Avenue, including landscaping, which is about 90% completed. The contractor stated that everything should be completed by the Special Town Meeting. The Board unanimously approved the street layout of Hillside Avenue as presented.

Approve Class II License for The Bottom Line Exchange Co., Inc.

Cliff Sure of The Bottom Line Exchange Co., Inc. of 10 Turnpike Road met with the Board to request a Class II license. Mr. Sure stated that in order for the company to transport repossessed vehicles across state lines, they need an insured dealer's plate, which in Massachusetts, requires a Class II License. The Board wanted it understood that if they approve this license, there will be no storing or sales of vehicles at 10 Turnpike Road. Mr. Sure stated the company has other premises where they can store and sell vehicles should the need arise. The Board unanimously approved the Class II License for The Bottom Line Exchange Co., Inc. of 10 Turnpike Road with the condition that no unregistered vehicles will be stored on the premises.

Hearing: Advisory Committee Bylaw Change

John Boiardi of the Advisory Board met with the Board of Selectmen on the two bylaw changes being requested at the Special Town Meeting. (1) Change of name of committee from Advisory Committee to Financial Committee. (2) Anyone serving on the Advisory/Finance Committee should not serve on any other committee. The Board supported both articles.

Community Center

Paul Brefka, Chairman of the Community Center Building Committee met with the Board to give them an update of the project. Mr. Brefka stated the project should cost approximately \$2,500,000 to complete. This is higher than the original cost due to the septic system and the calming of traffic on Central Street. Mr. Catlin, the architect, stated that street calming is narrowing a street and putting in crosswalks of a different material, which alerts drivers that they need to slow down. Also narrowing of the street from the current wide roadway to a narrower street, will also allow for parking spaces to be put in on the roadway. Also there will be streetlights added to the street and parking lot, which will be in keeping of the neighborhood. In reference to the septic problem, Mr. Catlin said that the engineers have designed a Pressure Type System, and will gradually raise up the site around four feet. There will also be an additional grease trap outside of the building. The system has also been designed with a shutoff valve, should there be problems in future, it can be shut off and turned into a tight tank. Mr. Catlin stated that the users understand and are in agreement, that there will only be the use of paper products in the kitchen, and only utensils and pots and pans will be washed on the premises. Mr. Catlin stated that Paul Pisinski and the Board of Health have given their verbal support of the Pressure Dome System. Board of Health member, Dr. Timothy Stone, stated that the Board of Health sent a memo in September stating, due to the soil conditions, in order to maintain the system, there will be no washing of pots and pans on the premises, and that they are not necessary in an office building. Mr. Catlin stated there is a misunderstanding, and it is necessary for a Center to be able to use the kitchen to wash utensils and pots and pans, to be a true community/senior center. He also feels if the Community Building Committee can meet with the Board of Health this issue can be resolved. Al Hamilton stated that it would cost the Town around \$200,000/year to finance this project. Instead of continuing with the project at this location, the Town should rent office space from one of the empty office buildings on Route 9,

and continue to look for an alternate site. Other citizens felt that it would be too dangerous to locate the Senior Center on Route 9. Mary Ann Cole stated there is other property in Town that should be considered. She feels this location does not have enough parking. The Board stated it would take at least two years to do a long range study, and another couple of years to after that build the center. In reference to leasing space in an office building on Route 9, Town Administrator, Janice Conlin stated that the Town did an extensive search a year ago, and the only suitable site is the one we are currently leasing on Cordaville, and should that building fill up, the Senior would only have fifteen parking spaces. The Board stated should we have to lease space somewhere else, the Town will have to put it out for bids, and we would have to take the lowest offer, even if it was the least suitable. The Board wanted to know if there was a chance of getting a written approval from the DEP before the Special Town Meeting. Mr. Catlin and Mr. Sullivan stated that the DEP will not give a written approval and they will not issue permits until the Town has issued a permit.

Kathryn Garcia, Recreation Department and one a user of the Community/Senior Center stated that she and the other users of the center plan their schedules for programs around each other. Mr. Catlin would like the Community Building Committee to meet with the Board of Health and explain why they feel the Pressure Dome Septic System there should be no problem with washing pots and pans on the premises. Chairman Christensen stated he feels the parking arrangements are not an issue, but he strongly feels the septic issue is. If the Board of Health totally restricts the use of the kitchen for washing pots and pans, then as far as he is concerned, the Center at this site is a dead issue.

Selectman does not want the Board of Health to feel it is being pressured by the Town to change its decision.

OTHER BUSINESS TRANSACTED

Award diesel fuel and gasoline contracts

The Town sent out bid requests, and only received one bid back for the Diesel Fuel Contract and one Bid back for the Gasoline Contract. Both bids were from Peterson Oil, who received last year's contracts. Each bid was for a six cent increase over last year. The Board unanimously awarded the Diesel Fuel Contract to Peterson Oil.

The Board unanimously awarded the Gasoline Contract to Peterson Oil

Request to refinish message board on Main Street as a community service project

The Board received a request from student Chris Fiore to refinish the display board in the Center of Town between Mauro's Market and McCarthy's. If given the approval, he would like to start it as soon as possible, so that he can have it painted before the bad weather. The Board unanimously approved the non-monetary request.

Student Trip

The Board considered a request for \$1,480 in scholarships for nine students for environmental school in New Hampshire. There was a move to approve this request; the motion was passed unanimously. The Board also wish to encourage schools to ask Southborough Organization for Schools for reimbursement for future trips.

Merit Increase

The Board considered a merit increase before them for David Maida, Communications Officer. Because the NAGE contract states that merit increases should be submitted 30 days prior to the anniversary date, the Board took no action. The contract also states that if no action is taken, a 5% increase is automatic.

Resignation

The Board voted, with regret, to accept the resignation of Kathleen Osol from the Cable Television Committee.

Fire Union

The Board voted to authorize Special Municipal Counsel (Mirick O'Connell) to write a joint press statement between the Board of Selectmen and the Fire Union.

Special Municipal Employee

The Board of Assessors came before the Board asking for a special municipal employee designation. Shirley Bator is a member of the Board of Assessors and works in the office of the Treasurer-Collector. Based on a complaint made to the State Ethics Commission, the Board of Assessors wants this designation in place so Ms. Bator can perform both positions. This procedure also stipulates that Ms. Bator must make a disclosure with the Town Clerk that she is an elected official who is also employed by another town agency. There was a move to approve the designation of Special Municipal Employee for Shirley Bator. The motion was seconded and so voted.

Town Administrator report

Mrs. Conlin updated the Board on the Parkerville Landfill, noting that the Town may need to mow this parcel on an interim basis until Town Counsel can be brought up to speed on these negotiations.

WARRANTS

105	\$334,790.63	10/04/02	TOWN PAYABLES
106	53,316.54	10/04/02	SCHOOL PAYABLES
107	29.47	10/04/02	SCHOOL CAFETERIA (MEAL TAX)
108	28,116.59	10/02/02	DEDUCTION REPORT
109	71,369.71	10/02/02	TOWN PAYROLL
110	21,571.63	10/02/02	FIRE DEPARTMENT PAYROLL
TOTAL	\$509,194.57		

The meeting adjourned at 10:50 p.m.

Respectfully submitted,



Carol Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Monday, October 21, 2002**

6:30 p.m. Convened in Music Room, Trottier Middle School, Parkerville Road.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Road Hearings: The Board met jointly with the Planning Board prior to the Special Town meeting to discuss the following roads which are on the warrant to be accepted by the Town: Angelica Lane, Witherbee Lane, Hillside Ave, Joslin Lane. The Planning Board read into the record letters addressing outstanding items and deficiencies in the roads on the warrant (from the developer and the residents). Concerns that were raised revolved around private property, not matters that had to do with the public right of way. Town Counsel Aldo Cipriano stated that the Planning Board had limited authority when it came to private property, and further, that the scope of the Planning Board states that they are not obligated to accept the roads if they are not fully satisfied with the conditions.

Chairman Christensen stated he would not approve any roads with deficiencies. The Board also stated that the Town could authorize the Department of Public Works to maintain the roads for plowing purposes in the coming months.

There was a motion not to accept these roads for the October 21, 2002 Special Town Meeting. The motion was seconded and passed.

OTHER BUSINESS TRANSACTED

The Board unanimously voted to approve the following ballot questions:

BALLOT QUESTION #1

Shall the Town of Southborough be allowed to assess an additional \$100,000 in real estate and personal property taxes, for the purpose of increasing funding of the Fire Department budget for the fiscal year beginning July first, two thousand and two?

Said question shall be deemed approved if a majority of the persons voting thereon shall vote "yes".

BALLOT QUESTION #2

Shall the Town of Southborough be allowed to assess an additional \$20,700 in real estate and personal property taxes for the purpose of replacing the water main from Common Street to a location between the Town House and Pilgrim Church in order to provide a sprinkler system and a fire hydrant for both facilities for the fiscal year beginning July first, two thousand and two?

And provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "yes".

BALLOT QUESTION #3

Shall the Town of Southborough be allowed to assess an additional \$9,500 in real estate and personal property taxes, for the purpose of funding a portion of the Fiscal Year 2003 Recreation Department budget for the fiscal year beginning July first two thousand and two?

And provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "yes".

BALLOT QUESTION #4

Shall the Town of Southborough be allowed to assess an additional \$35,000 in real estate and personal property taxes for the purpose of implementing safety improvements to the Little League Field at Mooney Field and Finn School, for the fiscal year beginning July first two thousand and two?

And provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "yes".

Parade: There was a move to approve the request for an All Saints Day Parade to be held on November 3, 2002 from 9 a.m. to 10 a.m., sponsored by St. Marks Church. The motion was approved unanimously.

WARRANTS

111	\$312,641.53	10/11/02	SCHOOL BLDG. PROJECTS
112	\$37,319.69	10/11/02	SCHOOL PAYABLES
113	\$84,748.43	10/11/02	TOWN PAYABLES
114	\$122,775.01	10/11/02	SCHOOL PAYABLES
115	\$96,607.54	10/09/02	DEDUCTION REPORT
116	\$19,417.85	10/09/02/	FIRE DEPT. PAYROLL
117	\$68,066.71	10/09/02	TOWN PAYROLL
118	\$329,791.97	10/11/02	SCHOOL PAYROLL
TOTAL	\$1,071,368.73		

WARRANTS

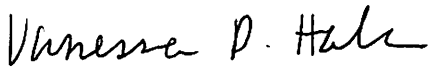
119	\$51,797.13	10/18/02	TOWN PAYABLES
120	\$246,722.48	10/18/02	SCHOOL BUILDING PAYROLL
121	\$2,021.76	10/18/02	VERIZON/VERIZON SELECT
122	\$101,295.01	10/18/02	SCHOOL PAYABLES
123	\$26,871.35	10/16/02	DEDUCTION REPORT
124	\$19,734.32	10/16/02	FIRE DEPT. PAYROLL
125	\$69,518.84	10/16/02	TOWN PAYROLL
TOTAL	\$517,960.89		

WARRANTS

126	\$13,180.50	10/25/02	SCHOOL BLDG. PROJ.
127	\$22,698.67	10/25/02	SCHOOL PAYABLES FY02 ENCUM.
128	\$27,312.99	10/25/02	TOWN PAYABLES
129	\$133,252.65	10/25/02	SCHOOL PAYABLES
130	\$4,315.84	10/25/02	CHAPTER 90-85B
131	\$74,075.00	10/23/02	TOWN PAYROLL
132	\$21,519.58	10/23/02	FIRE DEPT. PAYROLL
133	\$338,210.06	10/25/02	SCHOOL PAYROLL
134	\$101,644.34	10/23/02	DEDUCTION REPORT
TOTAL	\$736,209.63		

The meeting adjourned at 10:20 p.m.

Respectfully submitted,



Vanessa D. Hale

Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, October 29, 2002**

7:00 p.m. Convened in Firefighters Memorial Hall, Main Fire Station.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Sign BANS, Treas./Collector Daniel Keyes

Town Treasurer Daniel Keyes met with the Board to briefly summarize the rewritten BANS for the Town. The Board wanted to know when we will be bonded, and Mr. Keyes stated we cannot be bonded until thirty days after the Auditors have submitted their report this Spring. The Board signed the BANS as presented.

MBTA Update

Last summer, the Board promised the residents that they would schedule a meeting a month or so after the MBTA station had opened to re-assess the concerns of the neighbors. Present at tonight's meeting were concerned residents, members of the MBTA, State Representative Loscocco and a representative of State Senator Resor for an update on the MBTA station.

Chairman Christensen stated his major concerns were with the parking and public safety. Chief Colleary stated he had spoken with S&R Construction about the painting of the bridge and the lengthening of the fence, neither of which have been completed. But, they have greased the fence to try and deter people from climbing over them as a shortcut instead of going around. In reference to parking, currently there appears to be no problem, there are usually parking spaces available.

Joyce Greenfield, 4 North Street, takes the train every weekday and has to cross the street and cross over the path over the brook. She is concerned in the winter in icy conditions or when it is dark that someone could seriously get hurt. Another concern are the "Walk" signals at the lights, when trying to cross, drivers still turn right on red, without looking. The resident at 114 Southville Road, is concerned about an Oak tree that over hangs onto the handicapped walkway. Branches keep falling. He feels the tree should be removed before someone gets hurt. He also was concerned about the length of the fence, and that the crosswalks that were removed have not been replaced.

The Board stated Mr. Boland has a list of deficiencies that have not been completed, and wanted to know if these issues were on them.

Mr. O'Toole, MBTA project manager, stated in reference to some of the issues that had been brought up, the reason the bridge had not been painted was that the Beam had to be replaced, and as soon as it has been replaced it will be painted. The fence will be lengthened when they can find funding for it, same with the issue of the tree.

Another neighbor was concerned since the triangle was removed at Southville Road and Parkerville Road and truck traffic is making U-Turns there daily. Mr. Boland said the triangle was put on hold because the wrong size curbing had been ordered, and instead of putting it in

piecemeal, the correct curbing has been ordered. The Board asked Chief Colleary to put additional patrols in the area.

Other concerns of the neighbors included the triangle at the intersection of Southville and Cordaville Roads. Mr. O'Toole stated next week, the MBTA would be removing the rubble.

Paula Merloni of Highland Street, asked who is responsible for mowing the lawns at the station? Mr. O'Toole stated the problem with the mowing had been corrected, as far as the plantings, Fitzgerald's Store owns the property next to the station, and they have not given permission to plant there.

A resident of Hopkinton, whose property abuts the station stated that the lights are supposed to be shut off a half hour after the last train, but that is not the case, the lights are left on much later. Mr. O'Toole will adjust the timers to correct that.

Paul Nelson wanted to know if there could be better paint markings of the lanes on the road at Woodland and Route 85. Currently, there is such short notice, that many cars are in the wrong lane and don't have time to get into the right lane. Mr. O'Toole stated that the MBTA did the road to the design that the Town approved, in order to widen it, the MBTA would have to get permission from the owner of the gas station to take more of his property, which would take time and money. Mr. Christensen stated that it was changed to accommodate the addition of sidewalks. Frank Astone, engineer for the MBTA, stated he will look into it. Leslie Kendall stated there should be a "Yield" sign on Woodland, people just pull right out even though Route 85 has a green light. Mr. Boland agreed that there needs to be a "Yield" sign there. Another major concern was the moving of many of the mailboxes to the other side of the road. Residents stated not only is it very dangerous trying to cross Route 85. One suggestion made by a resident, as has been done in other areas, was putting the mailboxes at the end of the sidewalks, but facing sideward, so that the residents can stand on the sidewalks while getting their mail.

Mr. Christensen read a letter from Karen Challen, head of the Southborough ADA, about all of her concerns with the remaining outstanding ADA violations.

Selectman Phaneuf wanted to recap with Mr. O'Toole, the following issues:

- (1) MBTA was going adjust timers on the lights at the station
- (2) MBTA will start clean-up of the triangle next week
- (3) MBTA will work with Chief Colleary, fixing the beam and then painting bridge
- (4) Railings will be put up on path over brook
- (5) Dead Oak Tree, she is not happy with there response to this issue
- (6) Cordaville Road
- (7) Lengthening of Fence

Also, Mrs. Phaneuf wanted to know why there is no phone at the station. Mr. O'Toole agreed that it is dangerous not having a telephone at the station and stated it is being addressed. Mrs. Phaneuf stated that since the MBTA designed it, then the onus of correcting it should be on them to correct the mistake. Chief Mauro also stated his concerns with the problems his emergency vehicles have with the design. Mr. Astone has agreed to look into that option, if feasible it would be very inexpensive to do. Even with the police there, commuters still tried to climb over the

fence, and were very abusive when stopped. The Board stated that the problem is that the trains stop on the opposite side of the tracks, if they were allowed to stop on the other side, that would solve the problem.

Representative Loscocco is meeting with the MBTA this week, he was aware of some of the issues.

Selectman David Parry suggested, and the Board agreed, that there should another meeting scheduled in May to review what has been done, and what still needs to be done or changed. The Board thanked everyone in attendance for their input on the project.

Public Comment

None

OTHER BUSINESS TRANSACTED

Approve minutes from October 8, 2002, October 21, 2002

The Board unanimously approved the minutes from the October 8, 2002 and October 21, 2002 Selectmen's Meetings.

Award contract for fire engine

Chief Mauro stated that the Town approved \$275,000 for a new Fire Truck. After reviewing copies of different emergency equipment, the best offer was from Greenwood Motors in Attleboro, Massachusetts. This truck could be sent out first to areas such as Pine Hill which has problems with water quantities.

Approve contract for Greg Quinn, Project Manager

After a brief discussion, the Board approved the contract in the amount of \$102,160, and Chairman William Christensen signed it.

Approve transfer of Robert Clewes from Transfer Station to the Cemetery Division, under the AFSCME Contract

John Boland met with the Board requesting their approval of the transfer of Robert Clewes from Operator of the Transfer Station to the Cemetery Division. Mr. Clewes returned to work on October 15, 2002 after an extensive medical leave of absence, and requested to be transferred to the Cemetery Division. The Board unanimously approved transfer of Robert Clewes from Transfer Station to the Cemetery Division, under the AFSCME contract, at a Grade 2, Step 5 with an hourly rate of \$18.90.

Approve promotion of Joseph J. Berte from Water Division to Transfer Station Operator, under the AFSCME contract

Mr. Boland stated while Mr. Clewes was on medical leave, Joseph Berte from the Water Division did an excellent job filling in as the Transfer Station Operator. Mr. Berte is currently earning \$18.01/hour, if approved Mr. Berte would be a Grade 2, Step 5, with an hourly rate of \$18.90. The Board unanimously approved the promotion of Joseph J. Berte from Water Division to Transfer Station Operator, under the AFSCME contract.

Set schedule for 1). November & December meetings, and 2). Christmas Holiday

After a brief discussion the Board selected the following dates for the Selectmen's meetings in November and December: November 12th – Executive Session at 6:30 PM, regular meeting at 7:00 PM; November 19th, December 3rd, and December 17th.

The Board unanimously voted to close the town offices on the day after Christmas.

Vote Winter Parking Ban

The Board unanimously adopted the Winter Parking Ban, effective from December 1, 2002 through March 15, 2003. This ban will also be in effect during any unusual storms occurring before or after the ban.

Approve FMLA leave for Richard Rock, effective October 11, 2002

The Board tabled the approval of FMLA leave for Richard Rock.

Award bid for expansion of Rural Cemetery to the RAD Corporation

RAD Corporation came in with the lowest bid for the expansion of the Rural Cemetery. The bid is under the budget and they can start this fall. The Board unanimously awarded the bid for expansion of Rural Cemetery to the RAD Corporation, 171 BFW Drive, Rockland, MA, in the amount of \$562,000.

Authorize and sign Change Order No. 2 for the Rural Cemetery project

Mr. Boland requested a change order to the BSC contract for \$15,000 for installation of lot corner markings. The board unanimously authorized and signed the Change Order No. 2 for the Rural Cemetery project.

Authorize expenditure from the Cemetery Trust Fund in the amount of \$30,000

Mr. Boland also requested the expenditure of \$30,000 from the Cemetery Trust Fund to put in the markings. Work costing \$15,600 has already been completed, the remainder of the project will cost \$14,400. Mr. Boland said the Trust Fund can be used because it is structured for the purpose of perpetual maintenance of the cemetery. The Board unanimously authorized the expenditure of \$30,000 from the Cemetery Trust Fund.

Award bid for Sodium Chloride, as approved by the cooperative bid procured by the Town of Acton

The Board unanimously awarded bid for Sodium Chloride, as approved by the Cooperative bid procured by the Town of Acton.

Award bid for Tree Removal and Tree Trimming to Jerry McMillan Professional tree Service, Inc.

October 17, 2002 bids were sent out for the tree removal and tree trimming contract. Jerry McMillan Professional Tree Service, Inc. was the only company to submit a bid. After a brief discussion, the Board unanimously awarded the bid for Tree Removal and Tree Trimming to Jerry McMillan Professional Tree Service, Inc., 101 Thomas Road, Ashland, MA, in the amount of \$43,025.

Appoint David Roche to the Recreation Facilities Committee

The Board received a letter from Joseph Kacevich requesting the appointment of David Roche to the Recreation Facilities Committee. The Board unanimously approved the appointment of David Roche, 28 Oregon Road to the Recreation Facilities Committee, for a term to expire June 30, 2003.

Appoint John J. Manzi, 20 Hillside Drive, Shrewsbury, as Constable for a term to expire on June 30, 2003

The Board tabled the appointment.

Appoint Jonathan Furey, 34 East Main Street, As Constable for a term to expire June 30, 2003

The Board tabled the appointment.

Re-appoint Edgar Phaneuf as Representative to SMOC (Southern Middlesex Opportunity Council)

The Board unanimously approved the re-appointment of Edgar Phaneuf as Representative to SMOC (Southern Middlesex Opportunity Council) for a term to expire on October 21, 2003.

Appointments to the Siren Committee

The Board stated the name of the committee is the Fire & Emergency Notification Systems Committee, Ad Hoc. The Board unanimously approved the following persons to the Fire & Emergency Notification Systems Committee, Ad Hoc, for a term to expire June 30, 2003:

- Bernard Campbell, 17 Main Street
- John Mauro, 21 Main Street
- Joe Venie, 135 Southville Road
- John Breen, 2 Granuaile Road

MAIL RECEIVED

Resignations of Robert J. Depietri, Jr. and John Noonan from the School Building Committee

The Board regrettably accepted the resignations of Robert J. Depietri, Jr. and John Noonan from the School Building Committee.

Letter from a Resident of Joslin Lane

A resident who lives on Joslin Lane wrote a letter of complaint to the Board, stating he was not adequately notified of the roadwork being done on Pine Hill. Mr. Boland stated the Town is not required to notify residents of roadwork, but as a courtesy to the residents, the Department of Public Works sends letters to the residents of the street being worked on, and notification also goes on the cable (Channel 12). Since the letter was sent to the Board, Janice Conlin will send a letter to the resident.

Before adjourning, the Board briefly discussed a few general issues, including inquiries as to whether the Town would be interested in purchasing the property at 2 Main Street, and the progress on the joint dispatch project. At this time, the Town is not interested in the property on Main Street. In reference to the combined Police and Fire dispatch project, Barry Communications and Verizon have been slow to follow through with their respective portions of the project. Representative Loscocco will call a representative of Verizon to try and speed up the process.

WARRANT

135	\$10,252,416.61	11/01/02	TOWN PAYABLES
136	\$56,999.41	11/01/02	SCHOOL PAYABLES
137	\$10.00	10/29/02	TOWN PAYABLE
138	\$429,331.87	11/01/02	SCHOOL BLDG. PROJECTS
139	\$4,586.66	10/30/02	MONTHLY TOWN PAYROLL
140	\$18,714.62	10/30/02	FIRE DEPT. PAYROLL
141	\$78,216.72	10/30/02	TOWN PAYROLL
142	\$127,791.82	10/30/02	DEDUCTION REPORT
TOTAL	\$10,968,067.71		

At 10:04 PM, there was a motion to adjourn, it was seconded and approved

Respectfully submitted,

Carolyn Ostresh

Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, November 12, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Stormwater Phase II update

Superintendent of Public Works, John Boland and Mr. Bemis, Chairman of the Phase II Storm Water Program stated in order to develop a Storm Water Plan, the committee needed to hire a Consultant to oversee the program. The committee chose Fuss & O'Neill, Inc. Jay Brolin, a Consultant with Fuss & O'Neill, who did a presentation of the Storm Water program. The main objective of Phase I was to regulate discharges from municipalities with populations greater than 100,000; construction sites greater than 5 acres; and storm water discharges associated with industrial activities. Now that Phase I has been implemented, Phase II will begin. The six objectives of Phase II are: Public Education; Public involvement/participation; Illicit discharge detection and elimination; Construction Site runoff control; Post-construction runoff control; and Pollution prevention/Good housekeeping for Municipal operations. The EPA expects all of these implements are to be in place by the year 2007. The Town is required to submit a Notice of Intent and a plan to the EPA no later than March 10, 2003. Mr. Brolin stated the Town of Southborough already has existing ordinances insuring that the Town should comply and have all of the regulations in place by the year 2007. He recommends that the committee should try to involve as many residents as possible in projects because

Public Comment

None

Southborough Community Center Building Committee

Paul Brefka, Community Center Building Committee Chairman, met with the Board to consider whether it is worthwhile at this time to continue with the project at the Central Street site. The kitchen issue has brought the project to a standstill. Besides the kitchen issue, concerns with the amount of parking and traffic on Central Street have arisen. Selectman Parry stated we need to go before the April Town Meeting and state that we need more money to review all of our options with a long range study to see what the whole town's needs are. Mr. Brefka stated the Board of Health rejected the septic system because there is no way to monitor the use of the center, but he disagrees. Selectman Phaneuf asked Mr. Brefka if he feels that he could present this to at the April Town Meeting and sell it if the Board won't back it? His response was no.

Chairman William Christensen stated at this time, he is leaning towards putting the project at the Fayville site on the back burner. He is in agreement that if the kitchen is not approved, then the project will not pass at the April Town Meeting.

Mr. Diaz, Facilities Manager, stated the Fayville basement would have to be thoroughly cleaned up, and the Fire Department would want a fire alarm system to be installed. Currently the

Fayville Hall is being used for storage, and the garage is being used as a work shed. Chief Mauro stated if only ground floor is going to be used, building code does not require a fire alarm system, but would recommend a system for the benefit of records there, since the majority of the time the building is empty. Janice Conlin stated before the Town rented the space, they contacted all of the commercial property owners, and only the site at 153 Cordaville Road was acceptable to the seniors. If the Town wants to rent at a different location, it will have to go out for bids again.

Mr. Brefka stated the main reason the project was started was because the building was not up to code, and that the VFW section is unsafe. He also stated that one of the aspects that hasn't been explored is whether the Fayville AA has an acceptable septic system. If so, would they allow us to try perking the parking lot of the club to see if that would perk. The Board asked Mr. Diaz to see if the departments that would be moving back into the Fayville Hall would be agreeable and investigate the costs. The Board would like to set up a committee as soon as possible to look at other options, so that we can stand up at the Town Meeting and say we have looked at all of the options.

OTHER BUSINESS TRANSACTED

Southborough Garden Club

Betty Meyers, Co-Chairman of the Southborough Garden Club met with the Board to update them on the Town Common Project. Their objective is to restore the Common to the way it was when the Monument was built. The Garden Club would like permission to remove the Norway Maples and replace them with more appropriate trees that are the same as the type of trees there when the Common was formed. The Board has no objections to the removal and replacement of the trees. Mrs. Meyers wanted to know if the two benches currently there are dedicated or can they be removed? The Board has no problems with the benches being removed, and said to check with Mr. Whynot to see if they are dedicated.

Approve minutes of September 24, 2002

The Board unanimously approved the minutes of the September 24, 2002 Selectmen's meeting.

Appoint John J. Manzi , as Constable

The Board unanimously approved the appointment of John J. Manzi, 20 Hillside Drive, Shrewsbury, as Constable for a term to expire on June 30, 2003.

Appoint Jonathan Furey as Constable

The Board unanimously approved the appointment of Jonathan Furey, 34 East Main Street, Southborough, as Constable for a term to expire June 30, 2003.

Approve FMLA leave for Richard Rock

The Board unanimously approved the FMLA leave for Richard Rock, effective October 11, 2002. Richard Rock had surgery in October, and is now back to work.

Accept payment in lieu of taxes from New England Center for Children

The Board unanimously accepted the payment in lieu of taxes from New England Center for Children in the amount of \$30,584.18.

Merit increase

The Board of Health submitted a letter to the Board of Selectmen requesting a merit increase for their administrative secretary, Barbara Luther, for 2% which will bring her salary to the maximum for her position. The Board unanimously approved the merit increase from \$17.29 to \$17.64.

WARRANT

143	\$1,149,264.39	11/8/02	TOWN PAYABLES
144	\$26,276.71	11/8/02	SCHOOL BUILDING
145	\$12,958.79	11/8/02	SCHOOL CAFETERIA
146	\$73,277.51	11/8/02	SCHOOL PAYABLES
147	\$99,185.62	11/6/02	DEDUCTION REPORT
148	\$24,669.17	11/6/02	FIRE DEPT. PAYROLL
149	\$73,755.55	11/6/02	TOWN PAYROLL
150	\$325,712.06	11/8/02	TOWN PAYROLL
151	\$2,774.00	11/15/02	SCHOOL BUILDING
152	\$326,396.87	11/15/02	SCHOOL PAYABLES
153	\$112,740.86	11/15/02	SCHOOL PAYABLES
154	\$30,214.90	11/13/02	DEDUCTION REPORT
155	\$21,655.06	11/13/02	FIRE DEPT. PAYROLL
156	\$83,215.32	11/13/02	TOWN PAYROLL
TOTAL	2,362,096.81		

At 9:25 PM, there was a motion to adjourn, it was seconded and approved

Respectfully submitted,



Carolyn Ostresh
Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Friday, November 15, 2002**

11:00 a.m. Convened in Conference Room A, first floor of the Town House.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

RESIGNATIONS OF TREASURER-COLLECTOR

The Board voted to accept the resignation of Daniel Keyes, Treasurer/Collector. It was noted Mr. Keyes will complete his term on Wednesday, December 4, 2002.

The Board discussed the need to appoint an Acting Treasurer-Collector. There was a move to appoint the Town's financial consultant, John Daly (Financial Advisory Associates) as Acting Treasurer-Collector, effective December 9, 2002. The motion was seconded and so voted. The Board also voted to authorize an amount not to exceed \$1,000 per week to compensate Mr. Daly for his services.

Upon recommendation from the Town Administrator, the Board concluded that the job posting should be left open through the holidays. The Board voted to authorize an amount up to \$1,600 for advertising costs. These shall include The Boston Globe, the Massachusetts Municipal Association, the town website and the Mass. Collector & Treasurer's Association. The Board also stipulated that Mr. Daly review the job posting and job description for accuracy. The ad deadline was set for Friday, January 17, 2003.

Search Committee: The Board directed the town administrator to include the following in the Treasurer-Collector search committee:

- Town Administrator
- Principal Assessor
- Town Accountant
- Designee of the Personnel Board
- John Daly or a municipal Treasurer

OTHER BUSINESS

Legal Counsel: The Board was notified that Town Counsel will have a conflict with cases relating to Ted's of Fayville, as the new owner is a relative.

Respectfully submitted,



Vanessa D. Hale
Assistant Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, November 19, 2002**

7:00 p.m. Convened in Fire Station Headquarters' Memorial Hall.

Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

APPROVAL OF MINUTES

The Board of Selectmen voted unanimously to approve the minutes of the Special Meeting held on Friday, November 15, 2002.

TAX CLASSIFICATION HEARING

The Board of Selectmen held a public hearing with the Board of Assessors to determine the certified valuation of each class of property, the minimum residential factor, and the allocation of the tax burden amount the four classes of real property: residential, open space, commercial and industrial, and personal property. The Board of Assessors recommended that the Town remain with one tax rate for all classes of property. The Board argued that only 19% of the Town is commercial. To establish a higher rate for the commercial properties would discourage businesses from moving to or remaining in Southborough and would not relieve the residential tax payer significantly. Chairman Christensen read into the record a letter dated Nov. 7, 2002 from Corridor Nine Area Chamber of Commerce endorsing a single tax rate. The Board voted unanimously to have one tax rate for all four classifications of property.

OTHER BUSINESS

Municipal Costs – Regional High School - The Board of Selectmen voted to approve the proposal to reimburse the Town of Northborough a total of \$72,500 offset by \$1,500.00 for payroll functions performed by the Town of Southborough for the next four years with the understanding that records will be kept by the Town of Northborough so that at the end of the fourth year an accurate review can take place to establish a new rate. The \$72,500 is the total of \$40,000 for DPW costs, \$30,000 for a School Resource Police Officer assigned to the High School and \$2,500 for the Fire Department. Selectmen Parry and Phaneuf voted in favor. Chairman Christensen abstained because he felt that according to the amendment to the Regional Agreement, it is up to the Regional School Committee to render a decision.

WARRANT

157	\$2,446.49	11/22/02	VERIZON-VERIZON SELECT
158	\$56,979.61	11/22/02	TOWN PAYABLES
159	\$13,863.05	11/22/02	SCHOOL BLDG. PROJECTS
160	\$21,438.79	11/22/02	SCHOOL FY02 ENC. PAYABLES
161	\$67,925.35	11/22/02	SCHOOL PAYABLES
162	\$328,621.73	11/22/02	SCHOOL PAYROLL
163	\$75,705.84	11/20/02	TOWN PAYROLL
164	\$116,402.58	11/20/02	DEDUCTION REPORT
165	\$21,767.73	11/20/02	FIRE DEPT. PAYROLL
166	\$36,951.29	11/20/02	FIRE DEPT. PAYROLL FY02 ENC.
167	\$28,974.22	11/20/02	FIRE DEPT. PAYROLL 03 RETRO.
TOTAL	\$771,076.68		

Janice C. Conlin
Town Administrator

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, December 3, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.
Present: Chairman William J. Christensen, Selectman Bonnie J. Phaneuf, Janice Conlin, Town Administrator.

SCHEDULED APPOINTMENTS

Annual Renewal of Licenses

The Board reviewed the applications for renewal licenses. After a brief discussion, the Board tabled the approval and signing of the license of Mauro's Market until the December 17th meeting, due to a conflict of interest. Selectman Phaneuf works part-time at Mauro's Market, therefore had to abstain from signing the license, and Selectman Parry was not present at tonight's meeting, and the licenses require the approval and signatures of at least two of the Board members. Ben's Deli was not issued a license because they have not returned the application.

The Board approved and signed the below renewal licenses, good for one year with the following exceptions, which were issued temporary licenses, which will expire February 1st: Dunkin Donuts, 162 Cordaville Road; Red Barn Coffee Roasters 205 and 220 Turnpike Road; McCarthy's, 2 Main Street; Mama Rosa's, 90 Southville Road, and Ipanema, 106 Southville Road, and per a letter from Building Inspector, Peter Johnson, these six establishments have not had their annual inspections. The Board has issued them temporary licenses to allow them time to get their buildings inspected, and to correct any deficiencies that may have occurred.

LICENSES TO BE RENEWED FOR 2003

Club - All Alcoholic *and* Common Victualler

Fayville Athletic Assoc., Inc., Austin M. Maguire, Manager, 6 Grove Street, Fayville

Package Goods Stores/All Alcoholic *and* Common Victualler

Bill's Package Store, Inc., William J. Fletcher, Manager, 7 Turnpike Rd., Fayville

Turnpike Food & Liquor Mart, Inc., Charles P. Kerbel, Mgr., 65 Turnpike Rd., Box 151, Fayville

Package Goods Stores/Wine & Malt *and* Common Victualler

Rte. 9 Beer & Wine, Inc., Eric H. Spinner, Manager, 349 Turnpike Road

Capasso Farms, Inc., John F. Sherry, Manager, 118 Framingham Road

B. K. P., Inc., d/b/a Fitzgerald's General Store, Ramanbhati K. Patel, Mgr., 110 Southville Road

Danny Corp., d/b/a Colony Market, Dashrathbhai P. Patel, Manager, 162 Cordaville Road,
Suite 100, P. O. Box 341

Restaurants/All Alcoholic and Common Victualler

LINFU, Inc., d/b/a Rose Garden, Jen Chen, Manager, 1 Southville Road
Amazonas Restaurant Corp., Inc. d/b/a Ipanema Restaurant and Lounge,
Carlos A. Silva, Manager, 106 Southville Road
Cork's, Inc. d/b/a Owen O'Leary's Restaurant, Kevin F. Gill, Manager,
50 Turnpike Road, Fayville
Johnson Turf and Golf Management, Inc., d/b/a St. Mark's Golf Course,
Douglas W. Johnson, Manager, 36 Cordaville Road

Restaurant/Wine & Malt Beverages and Common Victualler

Southboro House of Pizza, Inc., Christos A. Baltas, Manager, 5 Main Street
Station II Pizzeria & Grill, Inc., Costa A. Baltas, Manager, 162 Cordaville Rd., Suite 140,
P. O. Box 83

Common Victualler's License

Red Barn Coffee Roasters, Inc., Mark Verrochi, President, 220 Turnpike Road
Cottage Catering, Inc. d/b/a Red Barn Coffee Roasters, Mark Verrochi, Treas., 205 Turnpike Rd.
McCarthy's Restaurant, Jeffrey Lown, Owner, 2 Main Street
Mama Rosa's Pizza & Subs, Marcelo Moreno Lima, Owner, 90 Southville Road
Ren-Rod Enterprise d/b/a Subway of Southboro, 21-A Turnpike Road, Fayville
Tricia L. B. Kalagher d/b/a Domino's Pizza, 21-C Turnpike Rd., Fayville
SouthDonuts, Inc. d/b/a Dunkin Donuts, Konstantino A. Skrivanos, Owner,
162 Cordaville Rd., Suite 120
Ralph Iannone d/b/a Mary T.'s and Bar-B-Q Express, Inc., 150 Framingham Road
Wend Management, Inc. d/b/a Wendy's, 359 Turnpike Road

Class I Automobile Dealer License

(new and second-hand vehicles)

Petry Equipment, Inc., 30 Southville Road, P. O. Box 450
Ingersoll-Rand Company: Ingersoll-Rand Equipment Sales Division, 300 Turnpike Road
The Eagle Leasing Co., 258 Turnpike Road
C W Equipment Co., Inc., 218-A Turnpike Road
Farrell Motors, Inc. d/b/a Farrell Volvo, 78 Turnpike Road
Farrell Motors, Inc. d/b/a Farrell Volvo, 251 Turnpike Road
Tri State Freightliner, Inc., 218 Turnpike Road

Class II Automobile Dealer License

(second-hand vehicles only)

Ted's of Fayville, Inc., d/b/a A RoadOne Company, 5 Park Street, P. O. Box 297

Ellis Imports, Inc., 12 Newton St.

Ellis Imports, Inc., d/b/a Ellis European Auto Sales, 155 Boston Road

Watson's Auto Body, Inc., 355 Turnpike Road

Select Auto, Inc., c/o Jean L. Miller 11 Turnpike Road (Wholesale Used Car Dealer)

The Bottom Line Exchange Co., Inc., 10 Turnpike Road

Automatic Amusement Device License

Cork's, Inc. d/b/a Owen O'Leary's Restaurant, Kevin F. Gill, Mgr. (8 video games)

50 Turnpike Road, Fayville

OTHER BUSINESS TRANSACTIONSApprove minutes of November 15, November 19, 2002

The Board unanimously approved (2-0) the minutes of the Selectmen's meetings of November 15, 2002 and November 19, 2002.

Award Arts Center bid

Paul Brefka sent a message to the Board requesting the Board award the Arts Center bid to the firm of Gorman Richardson Architects, Inc., 77 Main Street, Hopkinton, MA. Before the Board will award the bid, they want to know what process the committee used in choosing this firm. Awarding of the Arts Center bid was tabled.

Revised merit increase for Barbara Luther

The Board received a letter from Phil Mauch, revising the merit increase for Barbara Luther. This year's merit increase puts Ms Luther at the maximum grade scale for her position. The original calculation was incorrect, instead of the 2% increase from \$17.29 to \$17.64, it should have been a 2.9% increase to \$17.80. The Board unanimously approved (2-0) the corrected merit increase for Barbara Luther.

Approve FMLA leave for Suzanne Schoop, Recreation Department

The approval of FMLA leave for Suzanne Schoop, Recreation Department was tabled.

WARRANT

168	\$853,023.88	11/26/02	TOWN PAYABLES/ALGONQUIN/ASSABET VAL.
169	\$36,199.27	11/26/02	SCHOOL PAYABLES
170	\$816,127.08	11/26/02	SCHOOL BLDG. PROJECTS
171	\$4,856.66	11/27/02	MONTHLY TOWN PAYROLL
172	\$76,349.76	11/27/02	TOWN PAYROLL
173	\$20,854.68	11/27/02	FIRE DEPT. PAYROLL
174	\$127,519.55	11/27/02	DEDUCTION REPORT
TOTAL			

WARRANT

175	\$222,661.33	12/06/02	TOWN PAYABLES
176	\$2,800.00	12/06/02	SCHOOL BLDG. PROJECTS
177	\$75,938.27	12/04/02	TOWN PAYROLL
178	\$75,059.82	12/04/02	FIRE DEPT. PAYROLL
179	\$328,557.30	12/06/02	SCHOOL PAYROLL
180	\$111,519.35	12/04/02	DEDUCTION REPORT
181	\$667.50	12/05/02	SCHOOL PAYROLL ADJUST.
182	\$169.94	12/05/02	DED. REPORT (RE: SCH. PAYROLL ADJ.)
TOTAL	\$817,373.51		

At 8:01 PM there was a move to enter Executive Session for an update on litigation by Town Counsel Aldo Cipriano. The motion was seconded and so voted.

Roll Call Vote

Selectman Christensen: Aye, Selectman Phaneuf: Aye

Respectfully submitted,



Carol Ostresh, Receptionist

**MINUTES OF MEETING
BOARD OF SELECTMEN
Tuesday, December 17, 2002**

7:00 p.m. Convened in Thomas W. McAuliffe Hearing Room, second floor of the Town House.
Present: Chairman William J. Christensen, Selectman David W. Parry, Selectman Bonnie J. Phaneuf, Vanessa Hale, Assistant Town Administrator. Town Administrator Janice Conlin was absent due to illness.

SCHEDULED APPOINTMENTS

Annual Renewal of Licenses

The Board approved and signed the following three licenses. Selectman Phaneuf abstained from approving and signing the License for Mauro's Market, Inc., because she is a part-time employee. The Board unanimously approved and signed a new Common Victualler License for Ben's Deli.

LICENSES TO BE RENEWED FOR 2003

Package Goods Stores/All Alcoholic *and* Common Victualler

Mauro's Market, Inc., Steven Mauro, Manager, 4 Main Street

Class II Automobile Dealer License

(second-hand vehicles only)

Ted's of Fayville, Inc., 5 Park Street, P. O. Box 297

Public Entertainment on Sunday License

LINFU, Inc., d/b/a Rose Garden, Jen Chen, Manager, 1 Southville Road

Public Comment

None

Award Arts Center bid

Paul Brefka met with the Board to request they award the Arts Center bid to the firm of Gorman Richardson Architects, Inc., 77 Main Street, Hopkinton, MA. In response to the Board's request for the procedure used in choosing an Architectural firm, Mr. Brefka stated the committee had thirty-nine requests for bids, fourteen firms responded. Gorman Richardson Architects were not the lowest bidder. One of the criteria for choosing was a design firm ranking by number of Art Center experience, and historical buildings. The committee did not choose JC A Architects because the Town is already using them for the Community Center. The Peer Review of the Feasibility Study showed a slight discrepancy in figures. The number of bathrooms and the elevator were the reason for the difference in cost. The Board unanimously approved the awarding of the contract for renovations to Gorman Richardson Architects, Inc., 77 Main Street, Hopkinton, MA., subject to the approval of Town Counsel. Chairman Christensen signed the contract.

Update of housing of human service departments

Basilio Diaz met with the Board to update them on the housing situation of some departments. The following departments need to be relocated: office the Youth & Family Services, Veterans, Facilities Manager and Recreation Dept. Mr. Diaz is looking to the possibility of temporarily using the Fayville Hall, ground floor only to house these departments.

Two of the options would be to either use the Fayville Hall or rent space. Currently Youth and Family Services share office space with the Senior Center, and there is a conflict of times and programs. They need a large room, once a month to hold sessions, and the space at 153 Cordaville Road does not have a room large enough. If only using the first floor, should be able to do the renovations. Other options are the Chapel of the Cross building, renting another suite at 153 Cordaville Road, or a property at 20 Central Street. In reference to the Chapel of the Cross, it is not built for what we need.

At 153 Cordaville Road, there is a suite. 20 Central Street is really in a poor condition with poor parking conditions, and is not ADA accessible. Board wanted to know what repairing the Fayville Hall would entail, and what it would cost. Mr. Diaz stated that the basement would have to be cleaned, pumps in basement, painting the walls, a new boiler, and fixing up the restrooms, at a cost of roughly \$28,000. Most logical is to relocate Youth & Family Services to the Fayville Hall. Selectman Phaneuf wanted to know if any of the Departments involved, objected to moving into the first floor of the Fayville Hall. Chairman Christensen wanted to know the operational cost to run the Fayville Hall, stating it is necessary to get an estimate of the operational cost. He also feels with the economic times, this is an ideal time for renegotiating our lease at 153 Cordaville Road.

Update on Central Dispatch process

Chief Colleary stated the Police Department is ready, the equipment that needs to be changed is the Fire Department. Hopefully the system will be operational in early January. Chief Colleary stated the Police Department is already handling dispatch. Chief Mauro stated the DPW plays a minor role in this system. Chief Mauro said the system had been tested and it appears to work well. If after two weeks, nothing has been done, the Board will send a letter to Verizon.

Update on Police Department temporary promotions

Chief Colleary told the Board that he has a meeting with the Personnel Board set up for Jan 6th. At this time Mr. McHugh has not spoken with the Department Heads. The Board wanted to know if this position has been advertised internally? Chief Colleary responded yes. The Board wants the Personnel Board to meet with them before the January 21st deadline.

Recreation Commission/Recreation Facilities Commission

The Recreation Commission and Joseph Kacevich of the Recreation Facilities Commission met with the Board to discuss the future direction of the Recreation Facilities Commission and Recreation Commission issues. Some of his concerns were with the 9-11 Memorial Field; whether an Ad Hoc Committee can sponsor an article. Ad Hoc Commission was appointed to study the needs of the commission. The Commission also commented on what a great asset Facilities Manager, Basilio Diaz has been to the Commission. Recreation Facilities Commission should have any article co-sponsored by another group. Chairman Christensen feels the Recreation Facilities Commission should continue to report to the Selectmen or have the Board

meet periodically with the committee. Selectman Phaneuf feels the Recreation Facilities Commission should serve under the Recreation Department, and they legally need to be sponsored by another group or they could join and serve the Recreation Commission. Selectman Parry stated planning never ends, there will always be a need for the commission.

Chairman Christensen stated he was disappointed that the Town didn't approve the request for \$9,000 for the Recreation Commission budget. He will back the Commission if they put it on their budget. The Board wanted to know what happens with the money the Recreation Commission gets for program fees? Kathryn Garcia stated the Recreation Department took in \$64,000 (\$33,000 - Field use reservation fees). This automatically goes into the General Fund. She said all seasonal staff gets paid out of the fees, the regular staff gets paid out of the budget. Salaries are around \$90,000 and the Department brings in around \$60,000 in fees. Since they can't pay staff from General Fund, Selectman Phaneuf suggested as an option, the Recreation Commission look into setting up a Friends of Recreation. The Commission said they would look into that option.

In reference to the 9-11 Memorial Field, Joseph Kacevich stated that other towns in New England are impressed with the field and astounded at what Southborough has accomplished. The Board suggested that the Commission's need to get the families of the students who will use the field to go to Town Meeting and vote. Mr. Kacevich again stated that maybe they should disband the Recreation Facilities Commission as he was also disappointed at the defeat. The Board stated it sees no reason to disband the commission. Mr. Kacevich stated some people have suggested doing a fund raiser and giving the money to the Town to be used to hire someone to schedule the 9-11 Memorial field use. Ms Whitehouse, Recreation Commission, stated they would do the scheduling of the field, even if it meant cutting back on other programs.

OTHER BUSINESS TRANSACTED

Approve minutes of December 3, 2002

The Board unanimously approved the minutes of the December 3, 2003 Selectmen's Meeting.

Accept resignation from Jodie Andrews, Recycling Committee

The Board unanimously accepted the resignation of Jodie Andrews from the Recycling Committee.

Appointment of Brett Rand as Special Police Officer

Chief Colleary met with the Board to request the appointment of Brett Rand as a Special Police Officer. Mr. Rand is a resident of Northborough, and has been a member of the Explorers since 1998. The Board wanted to know what are the duties of a Special Police Officer. His duties would be working the desk; watching prisoners. All officers are trained and qualified if they carry a weapon. The Board unanimously approved the appointment of Brett Rand as a Special Police Officer, his term expiring on June 30, 2003.

Accept resignation of Robert J. Durran, Special Police Officer

The Board unanimously accepted the resignation of Robert J. Durran, Special Police Officer.

Authorize payment of up to \$2,000 to Michael Daley to assist with recruitment of Treasurer/Collector

The Board wanted to know where the money to pay him would be coming from, and are there funds for it. The Board would prefer that payment comes out of contracted services. The Board unanimously approved the authorization of up to \$2,000 to Michael Daley of Financial Advisors Associates to assist with the recruitment of a Treasurer/Collector.

Approve merit increase for Debby Huegel, Administrative Secretary (Recreation Commission)

Kathryn Garcia, Director of the Recreation Department has requested a 5% merit increase for Debby Huegel. Ms Huegel's evaluation was excellent. Ms Garcia told the Board that Ms Huegel normally works twenty hours a week, but is currently working forty hours a week to cover for Suzanne Schoop, who is on maternity leave. The Board unanimously approved the merit increase for Debbie Huegel, increasing the hourly rate from \$14.70 to \$15.44, effective December 17, 2002.

Letter from MWRA Working Group

The Board unanimously agreed to write a letter to the MWRA Working Group.

Accept resignation from Robert Clewes, DPW Department

The Board received a letter of resignation from Robert Clewes. The Board unanimously accepted with regret the resignation of Robert Clewes, Department of Public Works.

WARRANT

183	\$281,120.30	12/13/02	TOWN PAYABLES
184	\$17,591.61	12/13/02	SCHOOL BLDG. PROJECTS
185	\$14,493.17	12/13/02	SCHOOL CAFETERIA
186	\$10,257.26	12/13/02	SCHOOL PAYABLES – FY02 ENCUMB.
187	\$77,485.29	12/11/02	TOWN PAYROLL
188	\$19,590.92	12/11/02	FIRE DEPT. PAYROLL
189	\$28,976.16	12/11/02	DEDUCTION REPORT
TOTAL	\$449,514.71		

WARRANT

190	\$207,079.96	12/20/02	TOWN PAYABLES
191	\$2,562.22	12/20/02	VERIZON – VERIZON SELECT
192	\$287,729.94	12/20/02	SCHOOL BLDG. PROJECTS
193	\$130,428.29	12/20/02	SCHOOL PAYABLES
194	\$325,578.81	12/20/02	SCHOOL PAYROLL
195	\$20,926.01	12/18/02	FIRE DEPT. PAYROLL
196	\$129,476.20	12/18/02	TOWN PAYROLL
197	\$116,144.26	12/18/02	DEDUCTION REPORT
198	\$13.27	12/19/02	SCHOOL PAYROLL ADJUST.
199	\$.70	12/19/02	DED. REPORT (REF SCH PAYROLL ADJ.)
TOTAL	\$1,219,939.66		

At 9:30 P.M., there was a move to enter Executive Session. The motion was seconded and so voted.

Roll Call

Parry	Aye
Christensen	Aye
Phaneuf	Aye

Respectfully submitted,

Carol Ostresh

Carol Ostresh, Receptionist